



### **Job Announcement**

Luther Park Bible Camp in Chetek, Wisconsin is seeking a part-time, year-round Housekeeper.

### **HOUSEKEEPER JOB DESCRIPTION**

#### **ROLE DESCRIPTION**

The purpose of this position is to carry out the mission of Luther Park Bible Camp through the care and attention to our facility's housekeeping. The person in this position must be willing to adhere to the personnel policies of Luther Park Bible Camp. Luther Park seeks a self-starter with a strong work ethic, ability to work alone, work as a part of a team, troubleshooting, problem-solving and communication skills.

#### **QUALIFICATIONS**

- Be committed to Luther Park Bible Camp's (LPBC) philosophy and program as it continues to develop within the mission of the Christian Church and Member Congregations.
- A commitment to create an inclusive and welcoming environment for all people.
- At least 19 years of age.
- Flexible to the ebb and flow of a camp operation.
- Enjoy cleaning and be knowledgeable about cleaning procedures and supplies and willing to learn.
- Have flexible schedule to allow for cleaning after guests leave and before guests arrive.
- To stand and be on your feet for up to 100% of the workday.
- Ability to work non-traditional hours including early morning or late evenings and including weekends and holidays.
- Demonstrated personal responsibility, resourcefulness, and individual initiative.
- Ability to give and take instructions and to provide leadership in the cleaning aspects of camp.
- The ability to model and facilitate healthy communication and conflict resolution skills.
- Willingness to adapt to changing situations and the openness to learn a variety of tasks.
- A heart for others and the cares and concerns of a diverse constituency with the ability to manage the needs of LPBC.
- Relevant housekeeping or hospitality experience.

#### **RESPONSIBILITIES**

##### ***Cleaning***

- Track inventory of housekeeping supplies and submit order as necessary to Office Manager
- Cleaning of all facilities that house guests after each group including but not limited to—bedrooms, bathrooms, lounging rooms, kitchens, hallways, lobbies.
- Clean and sanitize kitchens in all facilities working in collaboration with the Food Service Manager to accomplish this task.
- Setup and maintain schedule for deep cleaning of guest rooms one to two times per year as needed.
- Take out trash and recycling from all facilities.
- Assist Property Manager in general clean up outside of facilities as needed.

***Laundry***

- Sort towels from bed linens
- Keep track of linens that are outsourced for cleaning and camp's linens.
- Launder used towels/linens from sleeping rooms.
- Launder kitchen towels and aprons from kitchens

***Facilities***

- Identify lost and found items, launder (if necessary), label and take to office.
- Set up/tear down facilities as needed for groups.
- Communicate needed repairs to Property Manager and/or Executive Director.

***Other Job Duties***

- Stay up to date on appropriate cleaning procedures and supplies.
- Attending weekly staff meetings as needed.
- Maintain clear and positive communication with all camp staff.
- Participate enthusiastically when involved in camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff and lead special events when involved, as well as other camp activities and functions.
- Be flexible with the tasks required for the ministry, depending on the needs of Luther Park, which may include tasks other than those related strictly to the Job Description.
- Actively seeks ways to network and grow in position, i.e., continuing education and professional development.
- Other duties as assigned by the Executive Director.

**PHYSICAL WORKING CONDITIONS**

This job requires the ability to stand, move, bend for long periods of time, with the occasional activity of setting up or taking down tables and chairs. The job requires the ability to communicate positively with guests and staff as necessary.

**COMPENSATION**

- The position of Housekeeper is considered a part-time, year-round position.
- Salary is based on 20 hours per week, ranging between \$16,000-18,000 per year commensurate with qualifications and experience.
- Two weeks of paid vacation, nine paid holidays, & sick leave accrued at one day per month up to twelve working days.
- Use of a camp vehicle while on camp business or, if a camp vehicle is unavailable, mileage at the current federal rate.
- The Housekeeper may eat meals, when provided, with the camp community.

## **ACCOUNTABILITY**

Responsible to the Executive Director.

## **TO APPLY**

Please refer to [lutherpark.org](http://lutherpark.org) for background on Luther Park and our programs.  
We will be accepting applications until the position is filled.

Qualified applicants should email a cover letter, resume, and list of current references to Eric Klein our Executive Director at **[eric@lutherpark.org](mailto:eric@lutherpark.org)** with the subject "Housekeeper Position." Please tell us a bit about yourself and why you want to join the Luther Park Community.