



## POSITION: Housekeeping

### Main Goals:

Responsible for coordinating upkeep and cleanliness of the lodging and facilities to support the ministry and programs in the West Ohio Camps so that campers, guests, and their families will have a safe experience and will recognize that the facility and grounds are clean and have been prepared for their arrival. May include assisting as kitchen staff.

Complete other duties as assigned by the Camp Director.

Responsible to:	Camp Director and WOC Director of Camping & Retreat Ministries
Desired Qualifications:	Ability to perform functions to clean and maintain facilities including cabin areas, restrooms, shower houses, meeting and dining space in a timely and effective manner. Ability to work with young adults and supervise volunteers. Previous housekeeping experience is preferred.
Essential Functions:	Minimum age of sixteen with reliable transportation to and from work. Strength and endurance to maintain working on your feet; determine cleanliness of site; observe camp facilities and grounds and initiate any repair/maintenance needs; Knowledge of housekeeping and janitorial activities, hospitality and the food service industry including SDS related requirements; Ability to demonstrate a positive role model for campers and staff. Safety awareness should be followed at all times.
<b>Key Result Area:</b>	<b>Personal Preparation</b>
Sub-Goal:	Acquire a knowledge base from which to start
Performance Standards:	You will know you have done your job well when... <ol style="list-style-type: none"><li>1. You agree to background check</li><li>2. You learn and apply camp policies and ACA standards</li><li>3. You learn and apply safety to all aspects of your job</li><li>4. You learn and review basics of any work area.</li><li>5. You review the campsite and camp goals in consultation with Director</li><li>6. You work under direction of the Camp Director in carrying out the responsibility of maintaining the facilities and storage areas.</li><li>7. You participate in meeting once a week with Director</li><li>8. You pray for campers and staff.</li></ol>

**Key Result Area”**

Sub-Goal:

**Facilities and Storage Areas**

Coordinate cleanliness, repair and upkeep related to buildings and grounds

Performance Standards:

You will know you have done your job well when ...

1. You keep the general appearance and cleanliness of the camp in excellent quality.
2. Inspect buildings for appropriate cleanliness and setup before and after use and as scheduled.
3. You keep all guest accommodations and buildings maintained and cleaned in a high quality and efficient manner including deep cleaning, mopping, vacuuming, dusting, cleaning bathrooms, washing windows, taking out trash and recycling, restocking kitchenettes, replacing light bulbs, laundry, building setup and tear down, etc.
4. You provide assessment of items and cleaning materials to be replaced or restocked.
5. You create and maintain necessary checklists and reports for repairs and maintenance.
6. You create and maintain systems for order and efficiency.
7. You complete any other duties and responsibilities as assigned by Director.

**Key Result Area:**

Sub-Goal:

**Partner with other Summer Staff**

Be a positive, contributing member of a team

Performance Standards:

You will know you have done your job well when...

1. You work cooperatively and constructively with other staff members and volunteers
2. You inform Director and Maintenance of any problems in grounds or facilities.
3. You participate in evaluation of facility usage and purpose.

**Key Result Area:**

Sub-Goal:

**Participate in conservation and creation care**

Make decisions in purchasing, working, and resource management that are in line with our values as an outdoor ministry

Performance Standards:

You will know you have done your job well when...

1. You keep record of cleaning supplies and hazardous materials in SDS book
2. You make decisions around energy that are energy and cost saving and efficient
3. You make decisions about sanitation, disposal and purchasing that are least harmful or impacting on the environment (3Rs)

**Otterbein Housekeeping – application procedure:****Resume** may be sent electronically to:

Director of Camp Otterbein

Scott Seese, [sseese@wocumc.org](mailto:sseese@wocumc.org)

if you prefer to send hard copies, mail to:

15779 Cox Road, Logan OH 43138

Further information can be found at [www.WestOhioCamps.org](http://www.WestOhioCamps.org) under the **West Ohio Camps > Join Our Team** information tab

Upon review, you may be asked to fill out a Staff Application online including

1. Reference Contact Information
2. Signed Covenant and Disclosure Statement (includes release for background check)
3. Signed Camp Media Release & Release of Liability Form