



**Position Title:** Housekeeping Specialist  
**Classification:** Part Time Hourly  
**Reports To:** Executive Director  
**Key Relationships:** Maintenance Director

### **Position Summary**

The Housekeeping Specialist shall primarily be responsible for the cleaning and upkeep of all Geneva Hills facilities and grounds; and disposal of all garbage and recycling. This position may be combined with other part time positions such as our cook position if the candidate has the skills and desire to hold multiple positions.

### **Key Job Functions**

#### Housekeeping Leadership

- Complete proper training and reports as assigned by the Executive Director.
- Responsible for the cleaning and basic upkeep of all Geneva Hills facilities, creating a safe and inviting environment for all Geneva Hills guests.
- Responsible for the organized storage of housekeeping supplies and communicating needs with the Executive Director.
- Critically assesses facilities and grounds and communicates needed improvements to the Executive Director.
- Corrects hazardous conditions immediately.
- Assists with the upkeep of landscaped areas on the property.
- Ensures all linens are properly washed and stored after each usage.
- Responsible for the disposal of all garbage on property.

#### Other Duties

- A part time staff member in a small organization like Geneva Hills is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
  - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
  - Assisting with kitchen duties like dishwashing, and laundry care.

### **Schedule**

The Housekeeping Specialist position offers a very flexible schedule. Most Geneva Hill's guests attend camp Friday – Sunday throughout the months of August – May. This means that all housekeeping tasks each week must be completed between Sunday afternoon and Friday afternoon. Continual care of all Geneva Hills facilities traditionally takes 10-20 hours to care for properly with additional hours offered for other projects and property care.

**Experience and Qualification Requirements**

- Affirms as true the Geneva Hills Statement of Faith.
- Has a sincere love for Jesus that shows in a consistent and evident walk with Christ.
- Committed to the mission and ministry philosophy of Geneva Hills.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Is an adult at least 18 years of age.

**Working Conditions and Physical Requirements**

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*