



## **Job Description**

**Position:** Lead Housekeeper

**Primary Purpose:** Covenant Harbor needs to look great, inside and out. The Lead Housekeeper supports the goals and ministry of Covenant Harbor by ensuring standards of cleanliness, hygiene and tidiness are maintained throughout Covenant Harbor and to help supervise the housekeeping department to maintain cleanliness standards and safety.

**Reports to:** Guest Services Coordinator (GSC)

### **Responsibilities:**

- Work with the housekeeping team to ensure high standards of cleanliness, hygiene and tidiness in all sleeping cabins, retreat center rooms, and public areas.
- Supervising the daily cleaning of assigned tasks (rooms/cabins, bathrooms, corridor areas and public areas) while working alongside our staff to ensure the high standards of cleanliness as set forth.
- Follow/lead the schedule of tasks to be completed on a daily basis due to camp needs set by the GSC.
- Continuously seek and make improvements to the overall housekeeping functions for the camp.
- Serve as overall quality control for housekeeping functions, housekeeping staff, summer staff, and volunteers that may perform housekeeping functions.
- Ensure all staff and volunteers performing housekeeping functions are properly trained in technique, quality, efficiency and safety
- Maintain supply levels, orderly supply closets, housekeeping vehicle, & housekeeping home base along with the other housekeeping staff.
- Fill out supply, work order, and housing forms.
- Deep cleaning of buildings during slow times and as needed.
- Special projects as outlined by the GSC.
- Attend staff training sessions and meetings as needed.

### **Qualifications:**

- Support the mission of Covenant Harbor as found in the employee handbook.
- Personal maturity, sound judgment, motivation, and integrity.
- Supervisory Experience preferred.
- Desire and willingness to work as a team within Housekeeping and other departments.
- Able to operate housekeeping equipment.
- Able to safely handle and use cleaning chemicals.
- Minimum of high school diploma.
- Valid driver's license and good driving record, furnished upon request.
- Strong English speaking skills, bilingual a plus.
- Able to lift up to 40 pounds and walk between buildings on property.
- Available to work weekdays, weekends, and some holidays.



Position Type: Full-Time Hourly, with Benefits.

Reports to: Guest Services Coordinator