

PYOCA CAMP AND RETREAT CENTER

HOUSEKEEPING POSITION DESCRIPTION

STATUS: PAID, PART-TIME, YEAR-ROUND

Purpose: The HOUSEKEEPING position will be tasked with cleaning cabins in between guest usage and regularly cleaning public buildings and gathering places around the Pyoca Camp & Retreat Center Facility.

Accountability: The housekeeping position will report directly to the Senior Director.

Qualifications

- Minimum of 18 years old.
- Ability to pass a Criminal Background Check.
- Must work a flexible schedule which includes evenings and weekends.
- Familiarity with housekeeping techniques, chemicals, and equipment.
- Physically able to:
 - Stand for 6 to 8 hour shifts.
 - Travel the trails and roads that connect the various program elements and facilities of the Pyoca Camp, & Retreat Center grounds.
- A minimum of two references that can attest to a strong record of dependability, honesty, congeniality, and attention to detail.

Responsibilities

1. Turnover cabins after guest usage in preparation for the next guests, which includes cleaning bathrooms, dusting, vacuuming, inspection of bunks for cleanliness, trash removal, and a safety inspection.
2. Maintain cleanliness of public spaces including the lodge, especially restrooms after guest usage.
3. Carry out deep cleaning of cabins and lodge as needed and or scheduled by the Senior Director. To include but not limited to shampooing of carpets, washing window, waxing floors, dusting, cleaning vents, etc.
4. Assist with replacement of furnace filters, light bulbs, and other light duty maintenance tasks as assigned by the Senior Director.
5. Assist with inspections of fire alarms and other life safety systems.
6. Assist in application of Pest control measures.
7. Be in communication with the Senior Director if repairs are needed or safety concerns are observed.
8. Inventory cleaning supplies for re-ordering by designated staff.

BENEFITS:

- This is an hourly paid position, less applicable taxes. Rate to be determined by experience. Accident insurance included.
- Up to 18 hours weekly February – May and August – November.
- Ability to cross train with kitchen staff for additional hours throughout the year especially in the summer months.