



P Y O C A  
CAMP AND RETREAT CENTER

**POSITION:** Housekeeper

**STATUS: PAID, PART-TIME, YEAR-ROUND**

**PURPOSE:** To clean cabins in between guest usage, as well as regularly clean public buildings and gathering places around the facility.

**ACCOUNTABILITY:** The housekeeping position will report directly to the Executive Director.

**QUALIFICATIONS:**

- Minimum of 18 years old.
- Ability to pass a criminal background check.
- Supportive of Pyoca's mission and values.
- Ability to work a flexible schedule, including some evenings and weekends.
- Familiarity with housekeeping techniques, chemicals, and equipment.

**Physical Requirements:** All types of physical activity are required, including: walking, standing, lifting up to 40 pounds, pushing, pulling, and bending.

**RESPONSIBILITIES:**

- Turn over 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.
- Maintain cleanliness of public spaces, including the Lodge and Welcome Center.
- Carry out deep cleaning of cabins and Lodge as needed and/or scheduled by the Executive Director.
  - Including, but not limited to: shampooing of carpets, washing windows, waxing floors, dusting, cleaning vents, etc.
- Communicate with the Executive Director if repairs are needed or safety concerns are observed.
- Inventory cleaning supplies for re-ordering by designated staff.

**BENEFITS:**

- This is an hourly non-exempt paid position, less applicable taxes. Benefits include board when working and workers comp insurance.
- Ability to cross-train with kitchen staff for additional hours throughout the year, especially in the summer months.