



**Job Title:** Housekeeper, Retreat Center  
**Reports to:** Housekeeping Supervisor  
**Updated:** May 5, 2022

### **JOB SUMMARY**

The Housekeeper will be responsible for the care, cleaning, and upkeep of The Firs Retreat Center. Multiple positions available. This may be a part-time or full-time, seasonal hourly position, with a flexible schedule.

### **QUALIFICATIONS**

The Housekeeper will have a personal relationship with Jesus, support the mission and vision of The Firs and have a desire to serve others by ensuring guests who come to The Firs have a great experience in a clean and beautiful environment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES include, but are not limited to, the following:**

- Clean guest rooms including changing linens, cleaning bathrooms, and vacuuming.
- Work under direction of the Housekeeping Supervisor to ensure a quick and efficient turnover.
- Clean common areas including vacuuming, window cleaning, and bathrooms.
- Operate washing machines and dryers safely.
- Safely handle cleaning supplies and tools to ensure a safe work environment.
- Identify and fix or communicate any damage caused by guests to Housekeeping Supervisor.

### **OTHER RESPONSIBILITIES**

- Assume other staff assignments as directed by the Housekeeping Supervisor or Executive leadership.
- Attend staff meetings, retreats and other Firs staff activities when directed.
- Comply fully with The Firs Employee Handbook.
- Contribute to and encourage a spirit of teamwork, loyalty and cooperation among all staff to the glory of Jesus Christ.

### **EDUCATION AND/OR EXPERIENCE**

Previous housekeeping experience preferred.

### **LANGUAGE SKILLS**

Ability to write reports, business correspondence and complete paperwork as assigned. Ability to read and communicate with the Housekeeping Supervisor.

### **MATHEMATICAL SKILLS**

Ability to calculate numbers accurately.

### **REASONING ABILITY**

Ability to apply common sense to solve problems.

### **MINISTRY STATEMENT**

Housekeeper should be active in a local church. His/her conduct and interaction with other staff should show a person growing in their personal faith. He/she will be able to sign The Firs Staff Covenant and Doctrinal statements.