



**Job Title:** Housekeeping Supervisor, Retreat Center  
**Reports to:** Guest Service Director  
**Updated:** May 5, 2022

### **JOB SUMMARY**

The Housekeeping Supervisor will be responsible for the care, cleaning, and upkeep of The Firs Retreat Center property.

### **QUALIFICATIONS**

The Housekeeping Supervisor 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. Additionally, this position will manage a team to help do the work and manage all aspects needed to maintain the guest rooms and facilities.

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

- Manage all aspects of a clean facility including guest rooms with linens, dining room, office spaces, and storage areas.
- Schedule staff so rooms are cleaned after one group leaves and before the next arrives.
- Work with Guest Services Director to assign rooms for groups.
- Manage contracts with cleaning companies for supplies and services.
- Orders are necessary supplies making sure cleaning supplies used are approved and appropriate.
- Maintain proper levels of supplies (paper towels, linens, etc.) so that operations of The Firs runs smoothly.
- Set up meeting spaces for groups-including tables, chairs, etc.
- Responsible for the cleaning of staff houses when vacated.
- Plans for room decor upkeep, working with the facilities team to determine what needs to be updated/improved.
- Oversees lost and found, especially in the summertime.
- Supports maintenance department if time allows.
- Oversees hosts cleaning of facilities.

### **SUPERVISORY RESPONSIBILITIES**

- Housekeeping workers

### **OTHER RESPONSIBILITIES**

- Assume other staff assignments as directed by the Operations Director and/or Executive Director.
- Attend all staff meetings, retreats and other Firs staff activities.
- 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**

Two years related experience and/or training, or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to write reports, business correspondence and procedure manuals. Ability to read, analyze, and interpret general business contracts, professional journals, technical procedures, or governmental regulations.

**MATHEMATICAL SKILLS**

Ability to calculate numbers accurately.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**MINISTRY STATEMENT**

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