



bair lake
bible camp

HOUSEKEEPING APPRENTICE JOB DESCRIPTION

Responsible to: Housekeeping Manager

Spiritual Qualifications:

We are seeking a mature and equipped follower of Christ, who, while not perfect, aspires to further growth and can demonstrate evidence of a life where he or she increasingly:

- is living consistently under the control of the compelling love of Christ, the direction of the Word of God, and the control of the Holy Spirit;
- has discovered, developed, and is using their spiritual gifts;
- has learned to effectively share their faith, while demonstrating a radical love that amazes those it touches;
- gives evidence of being a faithful member of Christ's church, an effective manager of life, relationships, and resources, a willing minister to others, including "the least of these," an available messenger to non-kingdom people, hard-working, and humble and teachable; and
- demonstrates a life characterized as gospel-driven, worship-focused, morally pure, evangelistically bold, discipleship grounded, family faithful, and socially responsible.

He or she must be in complete agreement with Bair Lake Bible Camp's *Statement of Faith and Covenant/Commitment Statement*, which must be signed upon hiring.

Other Qualifications:

We are seeking a motivated housekeeping professional to perform impeccable housekeeping services to provide our campers and guests with safe and clean environments that help remove distractions and inspire them to encounter God while at Bair Lake Bible Camp. We are seeking a person who has the following qualifications:

- Passionate about creating and maintaining hygienic environments. Excellent regular and deep cleaning skills. Working knowledge of cleaning products and equipment and a thorough understanding of cleaning, sanitizing, and disinfecting procedures.
- A heart for hospitality and solid hospitality skills. A team player who is willing to serve fellow team members, the public, our campers and guests, and volunteers with kindness, compassion, and professionalism, and support the entire BLBC team to achieve common goals.
- A teachable spirit with a heart to learn and be disciplined by others. A heart to shepherd and disciple those he/she works with and leads, with at least basic leadership skills to supervise others. Excellent organizational, time management, and communication (oral, written, and listening) skills.

- Flexibility in being able to adjust quickly and effectively in a people-oriented ministry setting. Must be flexible with days and hours worked during summer camp season and busy retreat seasons (weekend work is required), and flexible with occasional short-notice adjustments of work schedule due to requirements of our mission.
- Comfortable working with a high degree of attention to detail. The ability to think critically about housekeeping issues and problem solve, and a willingness to incorporate new and effective ways to achieve better results.
- Proficiency in using the Internet, Email, Google Apps, and Microsoft Office Suite.
- A prior connection and interest to camp ministry is preferred, but not required. Prior supervisory experience is preferred, but not required. Must pass background checks and clearances required for a Michigan licensed facility.

Responsibilities:

The Housekeeper will:

- Provide regular and deep cleaning housekeeping services, including but not limited to, sweeping, vacuuming, mopping, running carpet cleaner and hard surface floor machines, stripping, waxing, and buffing floors; dusting, wiping down, sanitizing, and disinfecting room surfaces and bathroom counters, sinks, shelves, toilets, showers, and tubs; washing windows, mirrors, walls, fixtures, and woodwork; cleaning lighting fixtures, ceilings, vents, mattresses, furniture, window treatments; and exteriors of buildings in camper and guest, public, and back-of-house spaces.
- Clean dining and serving rooms after meals.
- Take away trash and dirty linens and other laundered items. Make beds with clean linens. Refresh and replenish amenities in guest rooms to ensure all items are available for guest use according to BLBC standards.
- Perform laundry duties, including sorting, washing, drying, folding, and organizing laundry.
- Check and adjust heating and air conditioning systems as appropriate for the time of year. Set up meeting rooms and other spaces according to guest needs and desires.
- Ensure BLBC standards are followed in welcoming and acknowledging all guests. Take a proactive approach to expect the service needs of guests and provide them even before called upon to do so. Effectively engage and build rapport with guests to identify needs and ensure guest satisfaction. Take ownership to resolve guest challenges, working collaboratively with the Housekeeping, Site and Facilities, Guest Services, and Leadership teams.
- Maintain responsibility for lost and found items until they are returned to the owner or properly disposed of according to BLBC procedures.

- Cooperate with other departments and teams to fulfill the BLBC mission, being careful to avoid a “siloeed” approach, but rather doing everything in their power to communicate with and support other departments.
- Monitor levels and restock cleaning supplies in supply closets and cleaning carts.
- Assist in snow removal during the winter season.
- Maintain quality standards and expectations. Adhere to all safety, security, and BLBC procedures and policies. Enter guest rooms and private spaces by adhering to proper procedures and ensuring they are vacant.
- Set a positive example for and help lead and disciple interns, apprentices, discipleship students, and summer and junior staffers assisting in housekeeping.
- Know and communicate emergency procedures and assist guests in emergencies.
- immediately report any safety hazards, injuries, accidents, or needed repairs or routine maintenance to the appropriate people.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, belay, stoop, kneel, crouch, and taste or smell. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust and focus.

DISCLAIMERS: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Bair Lake Bible Camp reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Bair Lake Bible Camp is an at-will employer. As such, employment may be terminated with or without cause and with or without notice at any time and in BLBC’s sole and absolute discretion. Employees may also resign employment at any time. BLBC and Employee acknowledge that under normal circumstances, at least one-month notice should be given to the other party.