

**TIMBER-LEE CHRISTIAN CENTER
POSITION DESCRIPTION**

POSITION: Housekeeping Assistant (PT)
DEPARTMENT: Facilities and Fleet
RESPONSIBLE TO: Facilities and Fleet/Housekeeping Director

I. QUALIFICATIONS

- A. Is a professing Christian committed to following, in both spirit and practice, the principles listed in the Statement of Faith.
- B. Has a sincere love for the Lord and desires to see people come to know Him personally and grow in their faith.
- C. Agrees with Timber-lee's mission, philosophy and policies.
- D. Has some experience or is teachable in cleaning skills.
- F. Is able to lift up to 50 pounds of materials and/or equipment and carry/move same up to 30ft.
- G. Is able to traverse the multi-terrain campground during all seasons of the year.

II. RESPONSIBILITIES

- A. Assist with the
 - 1. cleaning and sanitizing of public restrooms.
 - 2. regular cleaning of guest rooms and private bathrooms.
 - 3. seasonal cleaning and changeover of summer cabins.
 - 4. painting, carpet cleaning, and staining/sealing of walls, floors and trim.
- B. Assist the Housekeeping Coordinator in other related responsibilities.
- C. A variety of tasks, such as shoveling snow, salting icy areas, moving beds and other bedroom furniture, changing linens, mopping floors, shampooing carpeting, moving all types of furniture up to 65 pounds in weight, moving and using cleaning machines up to 50 pounds, and other similar tasks requiring physical strength and endurance.
- D. Show a willingness to do assigned tasks.

III. BASIS FOR MEASURING PERFORMANCE:

- A. Shows by example a solid spiritual walk with Jesus Christ.
- B. Is dedicated to the overall objectives of the Timber-lee ministry.
- C. Sanitizes and cleans bathrooms to the established standards.
- D. Keeps guest rooms clean and attractive.
- E. Shows a positive and cooperative attitude of ministry to position, guests, and fellow employees.
- F. Shows a wise use of time in doing tasks assigned.
- G. Maintains good communication with supervisors and other staff members.
- H. Performs/Completes responsibilities with the guests' best interests in mind.