

Lake Geneva Ministries

Job Title: Housekeeping Lead - CP

Organization: Lake Geneva Ministries

Site: Conference Point

Reports to: CP Operation Manager

Position Summary:

Works as the Housekeeping Lead for the Conference Point (CP) operations. Ensure our meeting, lodging, and restrooms are clean, well-stocked with supplies, and welcoming for guests.

Position Responsibilities:

- Leads all housekeeping efforts at Conference Point
- Lead a team of housekeeping individuals; plan, organize, direct, execute
- Turnover cleaning:
 - Lead, train, organize and equip staff to turnover designated areas
 - Vacuum and dust all meeting space
 - Disinfect mattresses, sinks, showers, restrooms, doorknobs, light switches
 - Sweep, dust, vacuum, change linens when needed, replenish supplies
 - Sweep decks and around entrances
 - All inside garbage pickup
 - Check and clean in drawers, under beds, under windowsills
 - Works with Guest Services to reset room furniture
- Works with the housekeeping team to develop procedures and protocols for effective housekeeping practices
- Train new and existing housekeeping staff in proper procedures and cleaning methods
- Works with the Housekeeping Manager to schedule staff for CP housekeeping needs
- Works collaboratively with guest services, program, food service and maintenance departments
- Responsible for all linen storage, organization, and exchange
- Proper and organized storage of all housekeeping equipment and chemicals
- Maintain and fix all housekeeping equipment
- A first responder for bed bug protocol
- Works with the Housekeeping Manager to hire and train part time and summer staff
- Assist in housekeeping needs at LGYC when needed
- Open/close buildings to prepare for season
- Accompanied deep cleaning throughout buildings during the off-season.
- Other duties as assigned

Work Environment:

This job operates in a Camp/Conference center setting, serving guests of all ages

This role at times come into contact with guests, in some cases cleaning after sicknesses

While performing the duties of this job, the employee is regularly required to talk and hear

- This position is very active and requires day-long standing, regular walking, bending, and stooping
- The employee must be able to regularly lift or move items weighing in excess of 30 pounds.

Other Duties: Team player both in and out of the housekeeping department helping in other areas around campus or at Lake Geneva Youth Camp (LGYC) as needed.

Essential skills and additional requirements:

- **Faith** – Passionate about the gospel message and the camping ministry
- **Strong communication skills** – Efficiently and effectively communicate regularly across the organization all essential information
- **Operational excellence** – Includes organizational skills, ability to problem solve and recognize customer service issues

Reporting to this position:

Seasonal, summer, and part time CP housekeeping staff

Compensation:

On-site housing, weekly salary, paid leave time, and some camp meals