



**Job Description: Housekeeper**

**Department: Retreat Ministries**

**Reports to: Housekeeping Supervisor**

**Supervises: None**

**A. Relationships with other departments**

1. Works as a team with the RM staff and other departments (GM, HQ) to maintain all offices clean and free of germs.
2. Meets with the RM department staff to anticipate the arrival of guests and always keep the facilities ready for new guests at any time.
3. Participates in the annual budget preparation by informing the housekeeping supervisor of materials and supplies needed for the year ahead.

**B. Duties**

1. Responsible for all basic cleaning in and around rooms or offices
2. Cleans floors and rooms. including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and spot cleaning glass and windows.
3. Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals.
4. Vacuums, empties trash, and replaces liners.
5. Sets up, stocks, and maintains cleaning equipment and supplies.
6. Monitors and maintains sanitation and organization of assigned areas.
7. Transports dirty linens to correct area for washing and restocks areas with clean linens.
8. Assists other departments when needed to ensure optimum service to guests.
9. Performs additional duties as needed.

**Job Qualifications:**

- Completed high school education or GED
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency.
- Proven professional skills, evidence of good judgment, results driven.
- Must possess a valid driver's license and personal transportation to and from the campuses.
- High organizational commitment, positive attitude, and friendly disposition.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.

**Physical Demands and Work Environment**

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate cleaning machinery, is often required to sit, stand, walk, reach with arms and hands.
- Must be able to stand for extended periods of time and lift 30 lbs.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from moderate to loud.