



# Community of Christ

## Position Description –Lake Doniphan Conference and Retreat Center

<b>Date</b>	April 2021
<b>Title</b>	Housekeeper
<b>Education Requirements</b>	High School Diploma/GED and one year of college/university preferred
<b>Experience Required/Desired</b>	Experience in housekeeping or hospitality preferred
<b>Immediate Supervisor</b>	Lake Doniphan Food and Hospitality Director
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time Seasonal</b> (40 hours per week) <input checked="" type="checkbox"/> <b>Part Time Seasonal</b> (20 hours or more per week) <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week) List hours per week: <a href="#">Click here to enter text.</a>

<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	<p>The Lake Doniphan Leadership Program provides participants with an opportunity to develop interpersonal, professional and life skills in a unique camp setting. Leadership Program participants will learn and work in multiple areas of camp, conference and retreat management. The assignment will vary each day and week, depending on the needs of the camp, and the skills of the participant.</p> <p>Training, certification and responsibility will focus on Program Hospitality. Specific responsibilities may include office and guest support, inventory, sanitary/safety requirements, etc. Participants can reside at the campgrounds, be provided housing and meals when Lake Doniphan provides meals for groups.</p>
<b>Essential Functions</b> <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<p>Scheduled responsibilities may include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Provide excellent customer service as one of Doniphan’s on-site liaisons to guests and visitors.</li> <li>2. Maintain high standards of cleanliness for all lodging rooms, public areas, and linen stores.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Keep facilities and common areas clean and maintained.</li> <li>4. Vacuum, sweep, mop floors.</li> <li>5. Keep restrooms cleaned, maintained, and stocked.</li> <li>6. Collect and dispose of trash.</li> <li>7. Assist guests when necessary.</li> <li>8. Keep linen stores clean and organized.</li> <li>9. Place linens in rooms.</li> <li>10. Set up AV equipment for guests.</li> <li>11. Report any equipment or supplies needed to the Food and Hospitality Director.</li> <li>12. Complete all evaluation reports, incident accident reports and follow all policies and guidelines of the facility.</li> <li>13. Attend staff meetings and trainings as scheduled.</li> <li>14. Other duties as assigned.</li> </ol>
<b>Competencies/Skills</b> <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	<b>Required</b> <ol style="list-style-type: none"> <li>1. First Aid Certification, training will be provided.</li> <li>2. Desire to develop excellent interpersonal, problem solving, organizing and leadership skills.</li> <li>3. An attitude of service to the customer that reflects patience, kindness and gracious hospitality to all.</li> <li>4. A high level of self-discipline and motivation with the ability to work on and complete assignments autonomously.</li> <li>5. An attitude of flexibility and adaptation to changing situations.</li> <li>6. Ability to lift 25 lbs.</li> </ol>
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, please say how many staff and what positions are being supervised. <a href="#">Click here to enter text.</a>
<b>Registered Youth Worker</b>	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Hourly Pay:	<b>\$10.00</b>
<b>Ministerial Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Overtime Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

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Please complete the following statement and sign:



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I, \_\_\_\_\_ have read the job description, understand and will do my very best to fulfill the above responsibilities of a Housekeeper for Lake Doniphan's Leadership Program. I do give \_\_\_\_\_/ I do not give \_\_\_\_\_ my permission to use photos of myself in promotional materials for Lake Doniphan.

Signature \_\_\_\_\_ Date \_\_\_\_\_