



Job Description for: Extra On-Call Housekeeper

A Ministry of The Salvation Army Northwest Division

SUPERVISOR:

Guest Services Manager

SCHEDULE:

Extra on-call as needed

OVERVIEW:

To maintain all assigned housekeeping areas in a manner that presents a constant image of cleanliness, order, and a high standard of sanitation.

SPECIFIC DUTIES:

1. Clean and prepare all areas for use by rental groups.
 - a. Dust down windows, doorways, and all cobwebs.
 - b. Sweep floors and porches.
 - c. Scrub bathroom sinks, showers, toilets, and clean mirrors.
 - d. Mop and disinfect bathroom shower and floor.
 - e. Re-stock all paper products.
 - f. Empty all trash to main dumpster and replace can liner.
 - g. Check and replace burnt light bulbs.
 - h. Make up beds in guest housing and put out towels.
 - i. Vacuum all carpets, and porch areas with rugs.
2. Collect, wash, dry, and fold any linen used by rental group.
 - a. Maintain laundry rooms in clean and orderly fashion.
 - b. Maintain linen room in a clean and orderly fashion.
3. Maintain inventory of supplies needed in this service.
 - a. Order replacement supplies through the operations manager as needed.
 - b. Re-stock linen room and laundry room with supplies.
4. Check smoke detectors and fire extinguishers.
5. Assist the Camp Administrator in any duties as requested in order to maintain a consistently high level of efficiency in the operation of the camp.

PHYSICAL REQUIREMENTS:

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
2. Ability to grasp, push, pull objects and reach overhead.
3. Ability to operate telephone.
4. Ability to operate a desktop or laptop computer.
5. Ability to lift up to 25 lbs.
6. Ability to access and produce information from a computer.
7. Ability to understand written information.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

SPIRIT AND UNDERSTANDING:

By accepting employment with The Salvation Army, you acknowledge that The Salvation Army is a church, agree to do nothing to undermine its religious mission and acknowledge that your conduct must not conflict with or undermine the religious program of The Salvation Army Camp Arnold, or its religious and moral purposes. It is expected that all employees of Camp Arnold will conduct themselves in a manner likely to bring honor and glory to God, and credit and respect to The Salvation Army.

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the gospel of Jesus Christ and meet human needs in his name without discrimination.

CAMP ARNOLD MISSION STATEMENT:

Camp Arnold is a Christian camp owned and operated by The Salvation Army. Our mission is to use nature and the great outdoors as a setting to share the gospel of Jesus Christ, teach environmental awareness, encourage pro-social behavior and safely provide opportunity to every camper for fun and adventure.

Employee Signature: _____

Date: _____

Camp Administrator: _____

Date: _____