

# **Nebraska Lutheran Outdoor Ministries**

## **Job Description**

**Position Title:** Housekeeper

Date: March 2021

**Reports To:** Housekeeping Supervisor

**Position Type:** Non-Exempt

### **Summary of Responsibilities**

The Housekeeper performs any combination of duties to maintain a high quality of cleanliness in all guest rooms, meeting areas, lobbies, and offices at Carol Joy Holling Center. The housekeeper ensures that all interior spaces are in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms, offices and halls, and vacuuming.

### **Position Responsibilities**

Maintain a tidy, safe and welcoming environment for all guests by:

1. Cleaning cabins, rooms, meeting spaces, hallways, lobbies, lounges, restrooms, showers, corridors, elevators, stairways, offices, and other lodging and work areas so that health standards are met.
2. Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
3. Vacuum carpets and mop floors.
4. Empty wastebaskets and transport other trash and waste to disposal areas.
5. Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items.
6. Disinfect equipment and supplies, using germicides or other approved sterilizers.
7. Observe precautions required to protect NLOM and guest property and report damage, theft, and found articles to supervisor.
8. Keep storage areas and carts well-stocked, clean, and tidy.
9. Dust and polish furniture and equipment.

### **Professional Expectations and Requirements**

1. Adhere to the standards of the American Camp Association.
2. Maintain the confidentiality of sensitive matters and materials.
3. Thorough understanding of NLOM's policies and practices.
4. Demonstrate honesty and integrity in every situation.

### **Skills Necessary**

\*Strong work ethic is most important. We will train the right candidate for skills needed.

1. Ability to work both independently and as a part of a team.
2. Ability to operate general cleaning tools.
3. Ability to notice cleaning work that needs to be done.
4. Ability to take direction and learn new skills.
5. Ability to relate well with guests.
6. Ability to properly and safely use cleaning chemicals.