

# **Nebraska Lutheran Outdoor Ministries**

## **Job Description**

**Position Title:** Housekeeper (Part-time) Date: April 2025

**Reports To:** Manager of Housekeeping

**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 and lobbies at Carol Joy Holling Center. The part-time housekeeper has primary responsibility for ensuring laundry room runs smoothly and ensures linens/towels are clean and ready for guests. Additional duties include making beds, replenishing linens, cleaning rooms, and vacuuming. Position is 24 hours/week.

### **Position Responsibilities**

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

1. Primary focus to ensure laundry room is clean, running smoothly and linens/towels are organized and ready for guest stays.
2. Cleaning rooms, hallways, lobbies, lounges, restrooms, stairways, and other lodging and work areas so that health standards are met.
3. Vacuum carpets and mop floors.
4. In sleeping rooms, empty wastebaskets and transport 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.

### **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.