



Job Posting

Housekeeping Coordinator

The Housekeeping Coordinator position is a year-round position at Camp Henry. The Housekeeping Coordinator's primary responsibility is to clean and maintain the facilities at Camp Henry to help provide outstanding experiences for all of our campers and guests.

Position Description:

The Housekeeping Coordinator is a valued member of the Camp Henry family, and plays a vital role in carrying out its mission of creating life-changing experiences for all in a Christian environment. Daily responsibilities include maintaining and cleaning camp facilities.

Primary Duties and Responsibilities:

- Keep all facilities and cabins clean and maintained
- Vacuum, sweep, and mop floors
- Clean and stock restrooms
- Notify facility staff members of necessary repairs
- Collect and dispose of trash
- Assist campers and guests as needed
- Clean up spills and remove stains
- Maintaining "Tour Ready" and "Like New Always" standards

Secondary Duties and Responsibilities:

- Painting, performing light maintenance and repairs
- Replacing light bulbs
- Assist other camp departments, i.e. Food Service as needed

Qualifications:

- Ability to work independently; self-motivated and self-directed
- Ability to prioritize tasks and manage time effectively
- Ability to practice sound decision making, problem solving, and effective communication
- Ability to follow both written and verbal directions in completing tasks
- Ability to consistently meet quality standards
- Dependable and reliable
- Attention to detail
- Desire to strive for continuous improvement

Schedule:

- The Housekeeping Coordinator position is a year round position.
- Weekly hours can range from 20 to 32 hours per week.
- Days and Hours, including Weekends, will vary according to Camp Henry's needs based on arrival and departure days and times for visiting retreat groups and summer campers
- The Housekeeping Coordinator can anticipate working Saturdays and/or Sundays during our Summer Camp program as well as some weekends as needed during the Retreat season

Compensation:

- Work Expectation: Ideally 20 - 32 hours per week. Potential of making this a full-time position.
- Compensation Range: \$13.50 - \$15.50/hour
- Benefits are available if the Housekeeping Coordinator commits to at least 32 hours per week

Experience:

- Previous housekeeping experience preferred, but not required

To Inquire and Apply: Please email Leighao@camphenry.org