



## SKY RANCH HOUSEKEEPING TEAM



### WHAT YOU'LL GET TO DO

The housekeeping team ensures all areas of camp are squeaky clean, creating the comfortable environment that is absolutely necessary for effective ministry to take place! You'll get to interact with staff and guests in all areas of camp as you clean public areas, guest rooms, and office spaces. This position is critical to the ministry of Sky Ranch and contributes directly to our mission of leading youth and families to know and follow Christ.

### A DAY IN THE LIFE

(The legal term is "essential functions." That just doesn't sound as fun!)

No two days will ever be the same at camp, and there's no way we could possibly list everything you'll experience as part of the housekeeping team! Here's just a glimpse of the most important responsibilities you'll have:

Daily Operations - You'll serve camp in a number of different ways so that camp can run more smoothly, while following all standard operating procedures. Here's what that looks like:

- Cleaning public areas daily throughout camp.
- Being part of the weekly turns between guest groups.
- Using the carpet cleaner machine on stains throughout camp.
- Keeping up with laundry and folding the linens properly.
- Keeping work spaces clean and neatly organized.
- Helping to keep inventory and restocking cleaning supplies throughout camp.
- Troubleshooting and performing minor maintenance repairs as you notice them.
- Helping with the dish/serving rotation.
- Assisting with some of the night events throughout the week.
- Arriving on time to all meetings, meals, activities, and events.
- Taking direction from managers and any full-time staff of Sky Ranch in a prompt and respectful manner.

Spiritual Encouragement - You'll assist the counselors in providing a program and environment that nurtures spiritual growth for campers and staff. Good examples of this are:

- Always striving to be an honest and fair representative of Jesus Christ to your campers and fellow staff members.
- Faithfully attending worship each week.
- Pursuing your own relationship with God.
- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.

Customer Service - You'll ensure that our campers and camper parents experience the "WOW" factor and are served in a way that reflects our desire to serve them as well as our appreciation of them, and meets or even exceeds their needs and expectations.

- Treating ALL our guests, both campers and their family members, with gentleness, kindness, fairness, respect, and eagerly seeking to meet their needs.
- Bringing to the attention of the Camp Director ANY situation where we fail to serve or please a guest.

Other important responsibilities are to maintain compliance with all employee policies and procedures established for Sky Ranch, maintain compliance with all state and federal laws and regulatory requirements, and perform other tasks requested of you with a fantastic, spirit-to-serve attitude.

## WHAT YOU'LL NEED

EVERYONE who works at Sky Ranch needs to have a current MinistrySafe / Child Advocacy Certification. Don't worry, we'll provide that for you if you don't have it already!

You'll also need to exhibit the following character traits, knowledge, and skills. You'll have to show up with these - we can't get them for you! If you can check these boxes, you're good to go:

- Committed follower of Jesus Christ, and willing to sign the Sky Ranch Doctrinal Statement
- Committed to providing excellent customer care and willing to contribute to the mission of leading youth and families to know and follow Christ
- Ability to abide by rules and regulations
- Willingness to abide by the Sky Ranch cell phone policy.
- Excellent communication skills
- Respect for authority
- Flexibility and adaptability when things change or go in a way that is not expected
- Strong moral compass, rooted in Biblical principles
- Ability to interact well with kids, peers, and parents/adult family members
- Knowledge of and ability to abide by workplace safety procedures
- Excellent hygiene and willingness to comply with the dress code
- Works well under pressure
- Humble
- Self-Motivated
- Compassionate
- Responsible

## **MORE LEGAL STUFF**

FLSA Status: Exempt

Department: Housekeeping

Reports to: Housekeeping Manager

Physical Demands:

- 100% - Stands and walks long distances across camp during entire shift
- 90% - Verbally communicates with campers, staff and parents
- 75% - Reaches, bends and stoops to retrieve items or participate in camp activities
- 75% - Participates in all camp activities.
- 20% - Carries 50 lbs.
- 20% - Climbs ladders during activities and to reach top floor lodging
- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

## **EVEN MORE LEGAL STUFF!**

(Limitations and Disclaimer)

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Continued employment remains on an "at-will" basis.