



SKY RANCH HOUSEKEEPING & RETAIL TEAM



WHAT YOU'LL GET TO DO

The Housekeeping & Retail 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 also get to deliver warm and friendly service to campers, guests, and staff in various camp retail locations. You'll get to interact with others in all areas of camp as you serve in retail, and 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 and retail 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:

- Housekeeping
 - Cleaning public areas daily throughout camp.
 - Completing daily opening list satisfactorily and prior to opening.
 - Completing daily closing list satisfactorily and before checking out for the day.
 - Completing checklist and assigned tasks with excellence and efficiency
 - Helping to facilitate 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 maintain inventory and restocking 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.
- Cashiering
 - Learning the Point of Sale system (cash register) and becoming an expert
 - Handling monetary transactions with accuracy
 - Accurately completing daily deposits at the end of each shift, with no substantial overages or shortages
- Food & Beverage
 - Producing food and beverages so that they meet the highest standards of food safety, and receive positive guest feedback
 - Ensuring compliance with all Sky Ranch policies and procedures as well as Colorado Department of Health regulations and guidelines
 - Completing a Food Handler's Certificate to ensure food safety
- Merchandise
 - Keeping inventory stocked throughout all store locations; loading into and unloading from vehicles for delivery
 - Ensuring the store stays cleaned and organized
 - Filling and delivering Sky Pack, Snack Pack, and Camper Tee orders in a timely and efficient manner
 - Maintaining cleanliness and organization of the Sky Pack room

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/Retail

Reports to: Retail and Housekeeping Supervisor

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.