



Position Title: Housekeeping Assistant

Position Classification: By the room

FLSA: Exempt

Supervisor: Operations Director

Job Summary

The Housekeeping Assistant is hired by the Operations Director to serve the mission of Koinonia. Working as part of a team effort to perform guest space cleaning and hospitality for the guests of Koinonia.

Responsibilities:

- Adhere to personnel policies.
- Put hospitality first with all guests.
- Be safety conscious and responsible for the safety and well-being of guests and other staff.
- Provide quality cleaning for all guests of Koinonia.
- Prepare rooms with the direction of the Operations Director
- Notify the Operations Director of any needed items for cleaning.
- Maintain a clean laundry and storage room environment.
- Report any mechanical or maintenance repair needed in writing to the Operations Director.
- When cleaning facilities ensure that all trash and recycling items are properly taken care of.
- When facilities are not in use ensure all air / heat units are set to appropriate settings.
- When present, greet guests to the site and welcome them to camp.
- When requested, participate in staff meetings.
- Other duties as assigned.

Qualifications and Expectations:

- Must be at least 16 years of age; Have good health and vitality.
- Willingness to work irregular hours. Most work occurs on the weekend. Summertime consists of more opportunities and need of hours primarily mid-week.
- Able to handle multiple tasks and assignments as needed.
- Comfort in greeting guests. Have the ability to understand the needs of the guests and be able to place the needs of guests ahead of personal needs.
- Self-motivated and able to take initiative in resolving problems regarding issues related to the cleaning and hospitality of the camp.



- Have good moral character and integrity; be emotionally mature and stable.
- Have the desire and ability to communicate well with others.

Capacities and Experience Required:

- Capacities: Strong, personal commitment to Christian faith and ability to share this faith with others. Familiarity with ELCA theology, congregations, agencies, and structures. Ability to work well with others and collaborate with directors. Self-motivated to initiate new projects, and able to follow through on details to carry out programs. Must submit to a criminal background check. Must be able to meet and work with guests and relate well to their needs in a pleasant and respectful manner. Must be self-motivated and able to take initiative in resolving problems.
- Experience: No experience is required but would be desirable to had prior cleaning experience. As Koinonia is an extension of the Evangelical Lutheran Church in America, being an active and regularly attending member of a ELCA affiliated Lutheran congregation is desired.

Employee Review:

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time to meet Koinonia's needs. I have been given a copy of this description.

Incumbent Signature: _____ Date: _____

How to Apply: Email the Operations Director at matt@koinoniany.org to set up an interview