



JOB DESCRIPTION OF HEAD HOUSEKEEPER (2023)

- House Keepers work alongside the team of other housekeepers, kitchen workers, and other operational staff. The Head House Keeper should be at least 18 years of age. They report to the Site Manager. They should be available to attend Staff Training on June 26 – 30, 2023. Ideally, they could begin in May or June, 2023.

QUALIFICATIONS:

- The Head Housekeeper should be spiritually mature. Even though they may not always be involved with the campers, he/she should still have a missional heart. They should love camp ministry and have a heart for sharing the Love of Jesus.
- They should have (or be willing to obtain) certification in WHIMIS. They should follow all safety protocols in all aspects of their jobs. They may be required to operate some machinery and equipment, and some chemicals. The Site Manager can help them train in these areas, but previous experience is an asset.
- The entire Housekeeping Team should have an eye to detail and a desire to keep the facility of The Quest clean, tidy, and sanitized according to current COVID guidelines.

EXPECTATIONS AND RESPONSIBILITIES

- In addition to Housekeeping Duties, the Head Housekeeper will organise the entire Housekeeping Team. This includes training the House Keepers, assigning a duty roster, checking in on the efficiency of their staff, and the quality of work.
- They will need to keep track of supplies and report to the Site Manager when supplies need to be ordered.
- Should attend Staff Training
- Adhere to the The Manual of The Quest, and sign and adhere to the Staff expectations of The Quest.
- Adhere to all current COVID governmental restrictions and protocol. The Head Housekeeper will need to connect with the local Health Inspector in determining a full cleaning schedule.

- Adhere to all safety protocols.
- Daily tasks may fluctuate but usually involve cleaning floors, bathrooms, high touch areas, and doing dishes. Split shifts may be required.
- Be constantly aware of and in compliance of all forms of safe lifting. Because of the nature of this job, he/she should also be cognizant of staying hydrated, and keeping their bodies safe and healthy. Housekeepers will be required to wear closed sole shoes while in the dish pit. As this position requires being on your feet a lot, all housekeepers should bring comfortable shoes.
- Treat all communications of a confidential nature as such.
- Be willing to work as a team.
- Be able to prioritize tasks
- Be able to work without supervision
- Must not post negative comments on social media about The Quest or any of its staff, supporting churches, campers, and constituents. Instead, he/she should contribute to The Quest and its community in a positive manner.
- Must attend daily staff meetings and devotions
- Must be willing to do other tasks as necessary

NOTE: This position is subject to approval of funding from Canada Summer Jobs.