



JOB DESCRIPTION OF HOUSEKEEPER (2022)

- House Keepers work alongside the team of other housekeepers, kitchen workers, and other operational staff. House Keepers should be at least 16 years of age. They report to the Site Manager. They must be available to attend Staff Training Part One on May 20-23, 2022. Summer start date is July 5 (Staff Training Part Two), 2022. This is an eight-week, summer seasonal position

QUALIFICATIONS:

- Housekeepers 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 should not operate any machinery or equipment, or handle any chemicals without previous training or permission of the Site Manager.
- Housekeepers should have an eye to detail and a desire to keep the facility of The Quest clean, tidy, and sanitized according to COVID guidelines.

EXPECTATIONS AND RESPONSIBILITIES

- Should attend both Part One and Part Two of Staff Training
- Adhere to the The Manual of The Quest, and sign and adhere to the Staff expectations of The Quest.
- Adhere to all COVID governmental restrictions and protocol.
- 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, housekeepers should bring comfortable shoes.
- *Cell phones will not be permitted while on duty.* They can be used during time off. To assure that this is adhered to, all cell phones will be placed in the office and can be accessed from there during time off. This is non-negotiable with the exception for medical reasons.
- 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 with and 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.