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HOUSEKEEPING MANAGER

The Shack Retreat and Conference Center is a campus ministry of Grace Adventures Ministries. Grace Adventures Ministries is a religious organization that makes employment decisions on Bible based beliefs and practices. Because of the nature of our Christian program; Christian belief, character, and practice are essential requirements of employment positions.

SUMMARY OF POSITION:

Fulfill the overall ministry of The Shack Retreat and Conference Center and cast vision to others. This position will lead a housing-keeping team that demonstrates world-class excellence through guest services and the cleanliness of our facilities. This person must be thorough in their work yet friendly and engaging towards guests. This position ensures alignment with the ministry plan through good stewardship and God-honoring ministry excellence by creating clean and inviting places and experiences through the Shack Retreat and Conference Center. The position will lead the Housekeeping team and be part of the leadership team.

ASSUMPTIONS:

1. This person will understand and uphold the Grace Adventures philosophy of ministry and hospitality
2. This person will implement the overall cleaning and care of all rooms and common areas of the Shack Retreat and Conference Center.
3. This person must have general knowledge of all operating activities
4. This person has attention to detail for administrative responsibilities but excellent communication skills with both staff and guests
5. This position will be solution-focused and provide timely feedback for those we serve
6. This person will communicate (written and oral) the ministry of Grace to a larger audience than is currently served
7. Ability to work and lead in a team-based environment
8. This position will lead all seasonal, part-time, and full-time housekeeping staff
9. This individual will be able to maximize their time for efficiency
10. Available to work variable shifts as needed to meet the needs of the organization

QUALIFICATIONS:

1. A testimony and lifestyle that gives evidence of a true experience of salvation by grace in Jesus Christ
2. An attitude of excellence in workmanship
3. At least five years' experience in a related field
4. A caring and supportive attitude to the needs of staff, guests, and the goals of the organization
5. An ability to recruit, plan, direct, and supervise the energies of staff and volunteers
6. Self-disciplined and self-motivated
7. A desire to learn and develop new skills as well as the ability to try new things
8. Have the physical ability to travel and implement various program activities over a 141-acre campus. At times, lifting and carrying is part of the job.
9. Be flexible to change as the greater need of the organization and fulfillment of what the mission statement requires by performing any duties as assigned by the Shack Ministries Director.

RESPONSIBLE TO:
The Shack Ministries
Director

HOUSING:
Not Provided

TIME DISTRIBUTION:
50 hours a week
average - including
weekdays, weekends
and holidays both
during the day and
evening
Set yearly in
operations budget

GENERAL RESPONSIBILITIES:

1. This position is responsible for the creating, planning and implementation of all current and future standard operating procedures of housekeeping, linens, and laundry
2. To serve guests by maintaining a standard of excellence in regard to the care and cleanliness of all rooms, meeting rooms, bathrooms, cleaning closets and other facilities as designated
3. Monitor and maintain accommodations supplies
4. Maintain linens and laundry of the organization
5. Prompt and thorough reporting of maintenance issues and requests
6. Maintain neat and professional appearance
7. Be a full participant of the Shack leadership team in fulfilling the ministry plan
8. All other duties as assigned by the Shack Ministries Director or VP of Program

AUTHORITY:

1. This person will have the authority to represent the mission and vision of The Shack Retreat and Conference Center through all personal contacts, communication pieces and telephone conversations
2. This person shall have the authority to spend funds approved by the board through the annual budget in accordance with current financial status
3. This person shall have the authority to manage their week in order to maximize the effectiveness of their areas of responsibility

Grace Adventures is an At-Will employer, which is defined as: At the will of either the employee or the employer, termination can occur at any time. Common consideration is expected on either part consisting of a minimum two-week notice under normal circumstances

**The Shack, A Ministry of Grace Adventures,
is located on beautiful Robinson Lake in
White Cloud, Michigan.**



www.shackcountryinn.com



The Shack Retreat & Conference Center

