



HOUSEKEEPING STAFF

RESPONSIBLE TO:
The Housekeeping
Manager

HOUSING:
Not Provided

TIME DISTRIBUTION:
Full-time: 35-40 hours
a week average -
including weekdays,
weekends, and
holidays both during
the day and evening
Part-time: 8-24 hours a
week average -
including weekdays,
weekends, and
holidays both during
the day and evening
Set yearly in the
operations budget

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 a vision to others. This position will demonstrate world-class excellence through our guest service 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 their job performance and team participation. The position will be part of the Housekeeping team at The Shack Retreat and Conference Center.

ASSUMPTIONS:

1. This person will understand and uphold the Grace Adventures philosophy of ministry and hospitality
2. This person will help implement the overall cleaning and care of all rooms and common areas of the Shack Retreat and Conference Center.
3. This position will be solution-focused and provide timely feedback for those we serve
4. Ability to work in a team-based environment
5. This individual will be able to maximize their time for efficiency
6. 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. A caring and supportive attitude to the needs of staff, guests, and the goals of the organization
4. Self-disciplined and self-motivated
5. A desire to learn and develop new skills as well as the ability to try new things
6. 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.
7. Be flexible to change as the organization's greater needs, and the fulfillment of its mission statement require performing any duties as assigned by the Housekeeping Manager.

GENERAL RESPONSIBILITIES:

1. This position is responsible for implementing the current and future standard operating procedures of housekeeping, linens, and laundry
2. To serve guests by maintaining a standard of excellence regarding the care and cleanliness of all rooms, meeting rooms, bathrooms, cleaning closets, and other facilities as designated
3. Help monitor and maintain accommodations supplies
4. Help maintain linens and laundry of the organization
5. Prompt and thorough reporting of maintenance issues and requests
6. Maintain a neat and professional appearance
7. All other duties as assigned by the Housekeeping Manager

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 the current financial status.
3. This person shall have the authority to manage their week 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

