



# Community of Christ

## Onset Campgrounds Position Description

<b>Date</b>	January 2023
<b>Title</b>	Housekeeper
<b>Education Requirements</b>	High school or equivalent preferred.
<b>Experience Required/Desired</b>	One (1) year hotel or residential housekeeping experience (preferred)
<b>Immediate Supervisor</b>	Rentals Manager
<b>Employment Status</b>	<p> <input type="checkbox"/> <b>Full Time</b> (40 hours per week)  <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week)  <i>List hours per week: 24 hours per week</i>  <input checked="" type="checkbox"/> <b>Part Time</b> (under 20 hours per week)         </p> <p>This is an “as-needed” part-time hourly position. The Housekeeper(s) will set their schedule in consultation with the Rentals Manager when work is needed, not to exceed 19 hours in any given week. Actual time varies greatly, with most help needed May through September.</p>

<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	<b>The Onset Campgrounds Housekeeper is responsible for</b> cleaning and sanitizing assigned areas of the Community of Christ-owned, Onset Board of Trustees-managed facilities on the campgrounds according to established policies and procedures. In peak season this may include proactively monitoring the use and condition of assigned facilities, and reporting problems and needed repairs.
<b>Essential Functions</b> <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ul style="list-style-type: none"> <li>• Communicate and coordinate with Rentals Manager and volunteers to ensure all seasonal facilities are cleaned each spring and kept clean when demand / usage is high.</li> <li>• Clean assigned areas according to established protocol and procedures, which may include:             <ul style="list-style-type: none"> <li>○ restrooms/showers in Rec Center, including handicapped restroom, throughout camping season and before and after rental of the Rec Center and / or Youth Chapel.</li> <li>○ short-term rental units (MCRC Units, hutments, cabins and/or Roberts House units) between reservations</li> <li>○ group facilities (tabernacle, rec center, youth chapel) between use/reservations</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ long-term rentals/apartments upon move-out</li> <li>○ Welcome Room and adjoining bathroom in the MCRC</li> <li>○ laundry room and adjoining bathroom between the Roberts House and Tabernacle</li> <li>○ Gathering Room in the Rec Center</li> <li>○ laundry room in the Sandwich Apartment Building</li> <li>● Report weekly to Supervisor on work performed /hours worked</li> </ul>
<b>Competencies/Skills</b> <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	<ul style="list-style-type: none"> <li>● Resident of the Onset Campgrounds strongly preferred</li> <li>● Demonstrated proficiency at housekeeping</li> <li>● Ability to work independently, based on instructions provided, and follow through as directed</li> <li>● Positive attitude</li> <li>● Manual dexterity. Frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items may be required</li> </ul>
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>If yes, please say how many staff and what positions are being supervised.  <a href="#">Click here to enter text.</a></p>
<b>Other Duties</b>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<b>Registered Youth Worker/Anti-Harassment Training</b>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date. Anti-harassment training will also be required within 30 days of hire and then required annually.</p>
<b>Pay Rate</b> <i>(To be filled out by Human Resource Ministries)</i>	<p><a href="#">Click here to enter text.</a></p>
<b>Ministerial Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Overtime Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

---

*This job description is approved by the following:*

Printed Name	Signature	Date
Mission Center President		



# Community of Christ

Mission Center Financial Officer		
Immediate Supervisor (if different)		
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		