Bethelwoods



Camp and Conference Center

**Position:** Housekeeper

**Purpose:** The mission of Bethelwoods Camp and Conference Center is to be “a place set apart to encounter God through creation and community as we grow together in Christian faith”. The purpose of the Housekeeper position is to carry out that mission and ministry by overseeing and managing the cleanliness and presentation of the facilities at Bethelwoods for all guests and campers who attend programs and events at Bethelwoods. These responsibilities will be accomplished through communication and cooperation with the Bethelwoods and Providence Presbytery Staff.

**Accountability:** This position reports directly to the Bethelwoods Camp Director.

**Responsibilities:**

* Attend weekly Bethelwoods staff meetings
* Maintain the cleanliness of all Lodges, Cabins, and other facilities at Bethelwoods; including but not limited to bathrooms, showers, floors, beds, kitchens, etc.
* Develop cleaning schedules for daily, weekly, and monthly tasks.
* Ensure all buildings being used by a guest group or camp program are cleaned, sanitized, and stocked with paper products and soap before guest group arrival.
* Inform Maintenance Staff or Camp Director of facility issues in a timely manner for those issues to be resolved before a guest group’s arrival or the start of a camp program.
* Make sure all trash and recycling are disposed of properly.
* Maintain, clean and disperse camp linens as needed.
* Inform Camp Director of all chemicals, cleaning products, and housekeeping material needs.
* Other duties as assigned by the Camp Director.

**Team Atmosphere**: This position at Bethelwoods has a responsibility to complete the above requirements. If at any time, help is needed, this position has the ability and responsibility to ask for assistance. We are here to work together, to serve our campers and guests, and to be a witness for God.

**Code of Ethics:** As a member of the Bethelwoods Team, this position requires, honest, open lines of communication, ability to work through situations that arise with a professional Christian attitude, and coming to work with a smile to serve God, each other, and the campers and guests.

**Dress Code and Behavior Code**: The dress code is designed with casual professionalism in mind. This position is supplied with a name tag and staff shirts. Clothes will be free of holes, inappropriate subject matter, and designed for the job. The Behavior Code is to show God’s Love through everything we do. This includes the interaction with campers, guests, fellow employees, churches, other outside organizations, and the community in which the Bethelwoods staff serves. **We are to show Christian Hospitality to all people all the time.**

**Evaluation**: This position will be held to an initial review after 3 months and an annual review (January of each year). These reviews will be conducted with the employee, the Camp Director, and at least one member of the Personnel Sub-Committee of Bethelwoods Ministry Team/Board.

**Terms:** This position shall be employed for an indefinite term. South Carolina is a “Right to Work State”. There are no contracts for either the employee or Bethelwoods. Subject to termination is in accordance with the Personnel Policies of Providence Presbytery.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camp Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_