



HOUSEKEEPING ASSISTANT

SUPERVISOR	Facilities Manager
POSITION TYPE	Paid 16 weeks @ minimum wage (40 hours/week)

Position Overview

The Housekeeping Assistant supports the Facilities Manager to ensure all cleaning needs are met for the camp. This will include a wide variety of responsibilities including restocking supply closets, general cleaning, and other tasks, as assigned by the Facilities Manager. This role is pivotal in ensuring Green Bay Bible Camp is a clean and safe space for campers to encounter the love of Christ.

General Responsibilities

- Models a Christ-like spirit and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Must attend staff training.
- Adheres to the rules and regulations of the camp.
- As a part of the Program team, be an example to the rest of the summer staff.
- Attends and participates in summer staff meetings.
- Attends and participates in Program Team meetings. Attends chapel and fireside when possible.
- Participates and aids in leading the weekly deep clean of campus at the end of each week of camp
- Cleaning the camp facility on a regular basis
- Restocking supply closets located around the camp
- Coordinating the staff team in cleaning and ordering living spaces throughout the camp as directed by the Facilities team

Qualifications

- Must have been regularly involved in ministry within their local church or para-church ministry within the last 2 years.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude.
- Strong work ethic.
- Excellent organization
- Good interpersonal and relational skills
- Excellent communication skills.
- Able to work with tight deadlines with ability to multi-task and troubleshoot.
- Able to exercise discernment and good judgment.
- Can work independently.
- Understand and abide by the policies and procedures of Green Bay Bible Camp.

Staff Core Values

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling Responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.