



GREEN BAY BIBLE CAMP

HOUSEKEEPING MANAGER JOB DESCRIPTION

JOB SUMMARY

The Housekeeping Manager ensures that all accommodations, common areas, and facilities are clean, well-maintained, and adhere to cleaning standards, while exceeding guest expectations. This will include a wide variety of responsibilities including restocking supplies, and general cleaning. This role is pivotal in ensuring Green Bay Bible Camp is a clean, comfortable, and safe space for campers and rental groups to encounter the love of Christ.

JOB DUTIES

1. HOUSEKEEPING

- Develop and implement housekeeping procedures and guidelines
- Inspect rooms and common areas for cleanliness
- Organize the laundry room, janitorial closet, and linen closet on a regular basis
- Manage inventory, order supplies, and restock the supply closets located around the campus
- Evaluate cleaning supplies used and ensure compliance with health and safety regulations
- Coordinate the staff team in cleaning and organizing living spaces
- Coordinate, organize, and delegate jobs during our Spring Work Weekend
- Water flowers and plants - inside and outside
- Manage Linens - Wash, fold, and organize laundry
- Manage lost and found
- Organize, lead, and participate in the weekly deep clean of the campus at the end of each week of summer camp
- Clean suites at the end of each week of summer camp
- Lead and work together with the Discipleship Training Program Directors to ensure cleaning is exceeding guest expectations
- Recruit and work with volunteers when additional help is needed
- Managing seasonal deep cleaning of the facility

CONTACT

P: 250-768-5884
E: jenn@greenbay.bc.ca
W: www.greebay.bc.ca

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JOB DUTIES CONTINUED

2. GUEST GROUPS

- Occasionally be the host contact for guest groups, welcoming guests to the site, responding to their needs, and hosting meal times
- Preparing accommodation and meeting spaces for guest arrival

3. OTHER DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR

- Is adaptable and willing to support other departments to ensure the success of the camp and achieve our mission.

QUALIFICATIONS

- Must exhibit a servant heart and positive attitude.
- Strong work ethic, attention to detail, and commitment to excellence
- Experience in housekeeping management
- Excellent organizational and time management abilities
- Excellent interpersonal, communication, and leadership skills
- Enjoys training, mentoring, and working with youth
- Able to work with tight deadlines with ability to multi-task and troubleshoot
- Able to exercise discernment and good judgment
- Can work independently
- Flexibility to work evenings, weekends, and holidays as required
- Physical stamina and mobility, ability to lift 50 lbs.
- Understand and abide by the policies and procedures of Green Bay Bible Camp

RENUMERATION

- This is a year round, full time salaried position, salary to be determined based on skills and experience
- Two weeks of Holiday (vacations are not able to be taken in the summer and extra time off is provided between Christmas and New Years).
- Benefits Package
- Meals included when guests are on site, provided as a taxable benefit

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