



**Job Title: Housekeeper**  
**Status: Part-time, Non-exempt**

**Department: Maintenance**  
**Reports to: Housekeeping Manager**

**Position Summary:** Reporting to the Housekeeping Manager, the housekeeping staff is responsible for the daily cleanliness of lodging facilities and common use areas at Skycroft and performs complete changeovers for guest use by making beds, vacuuming, dusting, cleaning bathrooms, sanitizing and assisting with laundering services as needed.

**General Purpose:** To provide a clean, safe and welcoming environment that allows Skycroft retreat guests to fully participate in their retreat programs free of distractions.

**Specific Duties & Responsibilities:**

- Clean lodging and common use areas prior to guest use by making beds, emptying trash, sweeping, dusting, vacuuming, restocking supplies, cleaning bathrooms, sanitizing, etc.
- Perform laundering duties including sorting, washing, drying, and folding linens
- Perform detailed cleaning of motel rooms and lodges (cleaning windows, washing walls/baseboards, etc.) as necessary
- Report any reoccurring deficiencies or maintenance issues to the Head Housekeeper
- Participate in any other cleaning or other responsibility as assigned

**Essential Skills and Experiences:**

- Basic knowledge of cleaning methods, materials, equipment, etc.
- Ability to work cohesively with co-workers as a team
- Strong time management skills with the ability to work in a fast-paced environment
- Ability to perform manual tasks that require physical exertion and strength
- Previous experience in the housekeeping or hospitality industry strongly preferred, but not required
- Weekend availability required

**Physical Demands:** While performing the duties of this job, the employee must be able to physically lift up to 35 pounds repeatedly and will be required to stand or walk for long periods of time; use hands; reach with hands and arms; stoop; kneel; crouch; and talk/hear. The ability to see is required to perform the essential job functions.

**Work Environment:** While performing the duties of this job, the employee may work under variable temperature conditions, outdoors or indoors, around fumes or odors, around chemicals; and outside weather conditions.

**General sign-off:** This employee is expected to adhere to all company policies of Skycroft Conference Center and the Baptist Convention of Maryland/Delaware

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_