



Housekeeping & Hospitality
Job Description 2024
Reports to: Head of Housekeeping

Office Location: Camp Wapo, Amery, WI

General Responsibility / Purpose

To advance the mission, vision, strategic direction, goals and objectives of Lake Wapogasset Lutheran Bible Camp, Inc. by maintaining clean and hospitable meeting and lodging areas. Works to foster an environment that cultivates our mission, "Places of Grace Forming People of Faith".

Desired Qualifications:

- A desire to work in a Christian, faith-based organization.
- Strong sense of responsibility, resourcefulness and initiative.
- Passion for cleaning, organizing and setting up hospitable spaces.
- Effective time-management skills.
- Able to communicate across multiple departments to coordinate the workload.
- Enjoys working with people of all ages.
- Maturity of judgment and commitment to risk management policies and procedures.
- A team player, enthusiastic & creative.

Essential Function:

Maintain hospitable and clean meeting and lodging areas according to the needs of our retreat and summer camp guests.

Specific Responsibilities:

- Ability to work weekday hours, but also flexibility in working some evening & weekend hours as needed based on the retreat calendar; approximately 40 hours a week.
- Work closely with the Head of Hospitality in managing cleaning schedules.
- Clean and maintain lodging areas, common areas, and bathrooms.
- Ensure proper cleaning protocols are followed year round, including training summer staff.
- Report any necessary repair needs to site & facilities staff in a timely manner.
- Establish a deep cleaning schedule for spaces and equipment, including carpets, windows, etc.
- Assist Head of Hospitality in maintaining inventory and assessing needs.
- Assist Head of Hospitality in organizing and preparing cleaning closets for both retreat and summer seasons.
- Think creatively on how our processes and spaces can be improved and more hospitable.
- Other duties as assigned in support of mission (additional hours could be available in the kitchen or dishroom).