



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Lead Housekeeper

LOCATION: Three Trails Camp and Retreat Center

JOB CODE: 2

CLASSIFICATION: Full Time; Non-Exempt

DATE: October 18, 2022

REPORTS TO: Maintenance Supervisor, Assistant Camp Director

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Responsible for overall cleanliness of camp meeting spaces, lodges and common areas.

Essential Functions

- Clean and set up all camp buildings, providing clean, attractive facilities tailored to the needs for each client group.
- Clean and straighten meeting room and common room areas.
- Provide light housekeeping for groups staying two or more days.
- Complete heavy cleaning and special projects as assigned.
- Report all property and safety concerns to the office.
- Assist with basic landscaping (flowers, plantings, garden) as requested by Maintenance Supervisor or Camp Director
- Must be able to lift at least 50 pounds.
- Wash linens.
- Work quickly with limited supervision.
- Work all Divisional events held on weekends (4-6 weekends a year)
- Must be able to drive golf carts and camp vehicle
- Assist Maintenance Department with minor repairs
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- May be asked to assist with food services when short staffed.

Minimum Qualifications:

Education: High School diploma or equivalent preferred, but not required

Experience: Cleaning, janitorial, light maintenance preferred

Certifications/Licenses: None

Skills/Abilities:

- Ability to work independently and quickly
- Ability to work in extreme weather and heat conditions, both inside and outside
- Ability to be able to stand, walk, climb, squat and complete physical work as needed to clean
- Ability and willingness to promote and comply with the Mission Statement and Core Values of Three Trails Camp and Retreat Center and The Salvation Army

Supervisory Responsibility: Part-time Housekeeper and Volunteers as assigned

Safe from Harm Level: Basic

Bloodborne Pathogen Level: 4

Physical Requirements: Include vision, hearing, speaking; walking and standing for extended periods of time; bending and squatting; lifting, pulling and pushing of materials up to 50 pounds. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Travel: Travel is limited in the city using a TSA provided vehicle

Driving: Must possess a valid driver's license from the state of residence. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: Work is performed in a typical office environment Monday-Friday 8am-4pm; some evening and weekend work may be required; vacation is not typically approved during the summer camping season from mid-May through mid-July or the week of a divisional event

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date