

LUTHERLYN JOB DESCRIPTION

POSITION: HOUSEKEEPER

QUALIFICATIONS:

- Be at least 21 years of age
- Be a team worker, but be capable of and comfortable with working independently
- Have a sense of hospitality and caring for others
- Be capable of handling supervisory responsibilities
- Have a high standard of cleanliness and a keen eye for things amiss
- Be in good health without medical restrictions on activity
- Have a current Pennsylvania driver's license, or the ability to obtain one

RESPONSIBLE TO: SITE MANAGER

RESPONSIBILITIES:

- Report to the Site Manager any internal building, external building, or grounds damage or disrepair, with special attention being given to potential hazards
- Clean each cabin and meeting space after each use
- Clean the administrative office at least twice a week
- On the day of the arrival of each group, inspect each facility being used and record its condition on a checklist filed for future reference
- With the Site Manager develop cleaning protocols appropriate to living areas, food preparation areas, program areas, restrooms, counters, floors, walls, finishes, and all other venues
- Gather and move all trash and recycling to the appropriate Dumpsters. Any items too heavy to move are to be reported to the Site Manager
- Assist in general maintenance of facilities
- Clean windows as necessary, but at least in the spring and fall
- Assist the fire extinguisher inspector in their annual inspection
- Check all fire and smoke alarms weekly
- Each spring, see that all program vehicles are clean
- Run errands as necessary to secure maintenance and housekeeping materials
- Be present and prepared to supervise work as necessary during volunteer work days
- During summer camp sessions, be on-site on Saturday or Sunday morning to clean public restrooms, volunteer's cabins, the Health Hut, and any other facilities designated by the Site Manager or Executive Director. When required to work outside of normal working hours, the equivalent number of hours will be given off *in that same pay week*
- Be on-site during large group retreats to clean public restrooms at least once daily
- Check cabins weekly, while cleaning or restocking, for bed bugs

HOURS:

Monday-Friday, 7am-3:30pm.

Saturday or Sunday mornings for the 7 weeks of summer camp (approx. 4-5 hours) with equivalent time off during the week.

Occasional Saturday or Sunday events that all staff work (approx. 6/year) with equivalent time off during the week.

COMPENSATION:

Salary – based on experience

Option of individual health, dental, vision insurance

Pension after 1 year of employment

2 weeks paid vacation after first year (first year = 1 paid vacation day earned per month of employment)

ABOUT LUTHERLYN

Location: Prospect, PA (Butler County)

Core Purpose Statement: Lutherlyn is a God-given place to be accepted, challenged, and sent.

Mission Statement: Lutherlyn extends the ministry and mission of Jesus Christ, by inviting all people to engage the Word of God, one another and themselves in an intentional, challenging, exciting, and fun outdoor Christian community centered in the grace of God and the goodness of earth and life.

Goals:

- To provide unique opportunities for Christian living experiences.
- To offer a natural setting for an intentional Christian community committed to experiencing and affirming our interrelationship with all of God's creation.
- To encourage spiritual, mental, emotional, and physical growth and renewal for the whole person.
- To encourage continuing growth in Christian faith.
- To offer programs and the use of its facilities for the benefit of individuals, congregations, the community, service organizations, and agencies that work for the improvement of the quality of life and for the fulfillment of human potential in ways that are consistent with basic Christian values.
- To serve people of all ages and needs.

5 Core Areas of Ministry:

- Summer Camp
- Environmental Education
- Adventure Programs
- Equestrian Center
- Retreats/Events

Submit resume or letter of interest to:
deb@lutherlyn.com

or

Lutherlyn
P.O. Box 355
Prospect, PA 16052