



THE H.E. BUTT FAMILY FOUNDATION

Position Profile **Housekeeper**

February 2018

POSITION SUMMARY: The Housekeeper ensures that the Canyon facilities are clean and prepared for guests and retreats according to The H. E. Butt Family Foundation (HEBFF) standards through the effective management of resources and processes.

PROGRAM MISSION: Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of HEBFF. At the core of the mission of Canyon Operations is to provide facilities and services that contribute to meaningful retreat experiences.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, and Flexibility and Learning.

ESSENTIAL FUNCTIONS:

- Report daily to the Director of Facilities
- Meet identified standards and timelines through appropriate processes
- Implement daily work activities to ensure clean, orderly, attractive rooms and common areas
 - Turn over rooms at end of retreats and refresh during retreats
 - Change bedding and make beds
 - Sort laundry by separating soiled laundry for spot treatment and separate laundry process
 - Clean bathrooms and replenish toiletries as needed
 - Gather and empty trash
 - Dust and mop as needed – inside and outside
 - Deliver linens, towels, toilet items, and cleaning supplies to needed areas, using wheeled carts or by hand
 - Perform deep cleaning between retreats and camping programs
 - Clean and polish furniture and fixtures
 - Clean windows, interior and exterior
 - Clean various camp sites
 - Clean bunk beds and mattresses
 - Drive vehicles to move between camp sites as needed, if licensed

- Notify supervisors concerning the need for repairs or maintenance in rooms or common areas
- Observe precautions required to protect facilities and guest property and report damaged, missing, and found articles to supervisors

QUALIFICATIONS:

- High school diploma or general education degree (GED) or an acceptable equivalent combination of education and experience
- Possesses an understanding of housekeeping duties and physical abilities needed to work effectively within the team
- Possesses an understanding of cleaning processes and chemical uses

COMPETENCIES-Knowledge, Skills, and Abilities

- Team player with ability to work in a team environment
- Ability to work unsupervised and meet deadlines
- Understanding of and ability to meet HEBFF values
- High level of accuracy and attention to detail
- Professional appearance and extremely friendly approach
- Able to maintain a neat, clean, and safe work area
- Excellent customer service acumen

PHYSICAL REQUIREMENTS:

- Ability to perform physical work 8+ hours at a time, with appropriate breaks
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing throughout the day
- The employee must be able to lift or move up to 10 pounds and occasionally lift or move up to 25 pounds
- Ability to properly use a ladder

WORK ENVIRONMENT:

- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles
- Ability to work varying schedules based on camping program needs, including some weekends

REPORTING RELATIONSHIPS:

- This position will report directly to the Director of Facilities

For more information or to apply, please contact:
713-303-7086 or email sseverson@hebff.org