

**JOB DESCRIPTION**  
**AGAPÉ - HOUSEKEEPER – LODGING #1**

**PURPOSE:** To provide a high quality of hospitality through a clean, safe and welcoming facility. To be an active part of a team ministry that seeks to provide excellence and guest satisfaction as we work to meet the needs of those we serve using the Agapé ☩ Kure Beach Ministries mission statement as our guide.

**POSITION DATES:** August 10 to May 30; renewable annually (40 weeks)

**POSITION HOURS:** Designed to be 18 hours per week average, primarily Monday, Tuesday and Thursday with some flex based on need and demand. Hours are somewhat flexible. Schedule is coordinated in conjunction with the Guest Services Coordinator

**POSITION SALARY:** 2021 - \$13.50 per hour starting rate

**POSITION LOCATION:** Camp Agape – 1369 Tyler Dewar Lane, Fuquay-Varina, NC 27526

**RESPONSIBLE TO:** Executive Director, Guest Services Coordinator

**GENERAL RESPONSIBILITIES:**

- To be available to do the necessary housekeeping tasks with a focus on Monday, Tuesday, Thursday, with occasional other times to assist with quick turnover times between groups.
- Cleaning is to be done between groups in order to provide quality facilities for all guests.
- To handle cleaning in the three main sleeping buildings: Retreat House, Lodge, Gerhard Cabin.
- To clean the main office weekly.
- To have primary responsibility for the collection and distribution of all linens and towels, bath mats and blankets which are transported and laundered at Glamo-rama. Return and restocked

**SPECIFIC RESPONSIBILITIES:**

- Oversee the inventory of cleaning supplies in the Housekeeping van. Make requests for supplies to be ordered as needed.
- To collect all soiled linens to be transported to Glam-O-Rama, or small quantity to be laundered on site and returned to storage.
- To set out bedding as needed by retreat guests
- To inventory, blankets, pillows and linens after each groups departure – report lost items to Guest Services Coordinator
- To report any maintenance and repair concerns including light bulbs to the office in writing daily
- To bag and carry all trash and recyclables to dumpsters.
- To collect all lost and found following each group and bring it to the main office.
- Cleaning should include: spider webs, dusting, full bathroom cleaning, trash/recycle removal, sweeping, mopping, wall wiping, Shower & tub scrubbing, order keeping, periodic window cleaning and general facility appearance inside and around entry areas outside.
- To work as a team player with other housekeeping staff to coordinate cleaning and maintain the cleaning vehicle.
- To assist with other housekeeping staff to prepare a list of proposed budget needs for the coming year in late September.
- To strive for excellence in Housekeeping, serving Guests as Christ would.

*“Experience the Spirit”*  
**Agapé ☩ Kure Beach Ministries**  
**1369 TYLER DEWAR LANE ☩ FUQUAY-VARINA, NC 27526**