

JOB DESCRIPTION
AGAPÉ HOUSEKEEPER -WOODLANDS

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 15 to May 30; renewable annually (40 weeks)

POSITION HOURS: Designed to be 15 hours per week average, some weeks are heavier some weeks lighter. 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, Wednesday, and some Fridays 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 primarily the Woodlands Center and the Bolick Health Center on a regular schedule.
- To clean the Campground bathhouse and field kitchen as needed along with the pool bathrooms as needed.
- To assist in quick turnover times with the sleeping facility cleaning as needed.
- To have primary responsibility for the Laundering of Linens, towels, from the Bolick Center and Woodlands.

SPECIFIC RESPONSIBILITIES:

- Woodlands Center – all areas. Lobby, Bathrooms, Dining rooms, Kitchen Floor, Chapel, Decks, Walkways, Stairways, trash/ recycle, windows, spot carpet cleaning and walls.
- Kitchen Floor and bathroom floor – Once a week
- Clean as needed: Bolick Health Center, Campground, and Pool Bathhouse and field kitchen
- To maintain cleaning supplies in necessary quantity.
- To assist with laundering and putting clean linens away each week.
- To report any maintenance and repair concerns including light bulbs to the office in writing daily
- To bring any lost or left items to the office labeled with found location.
- To bag and carry all trash and recyclables to dumpsters.
- Cleaning should include: spider webs, dusting, full bathroom cleaning, trash/recycle removal, sweeping, mopping, wall wiping, window cleaning, and general facility appearance.
- Assist Lodging Housekeeper with deep cleans of sleeping facilities as requested
- To work as a team player with other housekeeping staff to coordinate cleaning and maintain the cleaning vehicle.

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