



HOUSEKEEPING MANAGER

JOB DESCRIPTION

May 27, 2025

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Oversee in a Christ-honoring manner the housekeeping for guests. The position will be responsible for having Camp ready before, during, and after Camp is in session to ensure a quality camp experience for guests and visitors. Coordinates with the Guest Services Manager to ensure needs are met for the guest group. Cares for the resources entrusted to the ministry from the Lord.

REPORTS

This position reports directly to the Facilities Director

MISSIONARY MINDSET

We consider Full-time staff as missionary families serving in the ministry, not a 9 to 5 job for an employee. Therefore, family involvement, daily schedule, yearly schedule, days off, benefits, and perks are seen through the lens of the missionary mindset.

FINANCIAL SUPPORT

To keep camper fees low (2 Cor 11:9), all Full-time staff are expected to raise support for their ministries. Salary level will not depend on the amount of support coming in. However, a minimum of 75% of yearly income must be secured prior to starting to serve at camp. Staff is expected to actively engage in fundraising to maintain a 100% support level.

RESPONSIBILITIES

- Technical
 - Work with the Volunteer Coordinator to identify staffing needs for the year.
 - Inspect areas being cleaned on a regular basis to assure staff and volunteers are maintaining appropriate cleaning standards.
 - Ensure that dorms, cabins, and meeting rooms are clean and prepared for guest arrival.
 - General housekeeping; sweeping, moping, garbage, cleaning, etc.
 - Stocking paper and chemical supplies in all required locations.
 - Maintain safe and aesthetically pleasing grounds
 - Responsible for decorative landscaping
 - Coordinate plantings throughout camp each year.
 - Coordinate watering and weeding of garden areas and planters.
 - Responsible for leaf removal from paths and fellowship areas
 - May assist with lawn mowing and snow removal.
 - Responsible for preparing all guest building interiors and exteriors.
 - Control rodents and insects in buildings.
 - Oversee inventory and restock all janitorial supplies.
 - Oversee maintenance of all janitorial equipment.
 - Manage staff and volunteers serving in Housekeeping.

- Spiritual
 - Shares the gospel when serving guests Living Waters Bible Camp.
 - Find discipleship opportunities to encourage the volunteers, and staff children to grow in their Christian Character, through hard work
 - Committed to studying God's word to better equip volunteers, and staff families with God's truth in love

QUALIFICATIONS

- Spiritual:
 - Have a solid spiritual walk with Jesus Christ.
 - Have a servant leadership mentality
 - Exhibit a Christ-like attitude
 - Called by the Lord to serve at Living Waters Bible Camp.
 - View this position as a servant ministry.
 - Actively involved in a local assembly or church.
 - Agreement with the camp statement of faith.
- Technical Skills:
 - Strong interest and skills in housekeeping
 - Ability to work in a safe manner while working with cleaners and housekeeping equipment.
 - Adequate computer skills to perform responsibilities (email, documents, worksheet, presentations, online orders, etc.).
- Physical skills:
 - Able to lift at least 50 pounds.
- Team skills:
 - Team player.
 - Must be able to submit to authority.
 - Must be willing to accept work direction.
 - Strong conflict resolution skills.
 - Ability to work with a variety of personalities of campers, staff, and supporters.
 - Ability to work with volunteers and other staff members as needed.
 - Able to work long hours and have flexibility to fill voids when needed.
 - Available to work weekends.
- Personal skills:
 - High organizational skills.
 - Willingness and desire to be accountable.
 - Able to complete projects and tasks in a timely and efficient manner.
 - Able to work independently and follow through with tasks, commitments, and responsibilities.
 - Self-motivated.
- Leadership skills:
 - Able to manage, train, and supervise, workers and volunteers serving in General Maintenance.

SERVING DISTINCTIVES

- Promote and uphold the vision and mission of Living Waters to guests.
- Acts in the best interest of the overall ministry of Living Waters Bible Camp.
- Maintains a positive attitude toward the position, other staff, and guests to God's glory.
- Full-time staff must have their priorities set on the ministry of Living Waters Bible Camp, the ministry of their family, and the ministry of the local church.