



# JOB DESCRIPTION

## HOUSEKEEPING MANAGER

RESPONSIBLE TO: Director of Operations  
CLASSIFICATION: Core Staff  
STATUS: Full Time Exempt (Salaried)

### General Qualifications:

1. Personal commitment to Christ with a passion to grow.
2. In agreement with the Camp Lebanon's objectives and Statement of Faith.  
<http://camplebanon.org/about/statement-of-faith>
3. Understanding of the nature of camp ministry, its joys and strains.
4. Team attitude, flexible spirit, people-orientation, emotional maturity.
5. Able to clearly communicate the love and life of Jesus Christ.

### Job Qualifications:

1. Relational orientation with good people skills.
2. Self-starter, able to work independently, and diligent with high standards of cleanliness.
3. Organizational skills and abilities.
4. Physical capabilities to perform all cleaning functions and lift 60 pounds.
5. Schedule flexibility to work weekends as required (HKM sets the schedule).
6. Ministry heart with an eagerness to serve both the Camp team and Camp's guests.
7. Ability to serve positively within the Camp philosophy and leadership structure.

**Position Mission Statement:** *The Housekeeping Manager (HKM) will be responsible for serving Camp guests and advancing the ministry by coordinating all aspects of Camp's housekeeping. In fulfillment of Camp Lebanon's mission to "Provide a 'Meeting Place with God' to help the Church do the work of Christ," the HKM will work to enhance the effectiveness of Camp Lebanon ministries and create a positive experience for guests by preparing and maintaining clean and safe facilities and fostering a positive work environment for department staff.*

## POSITION RESPONSIBILITIES

### I. HOUSEKEEPING MANAGEMENT (95%)

- A. Oversee all housekeeping services (i.e. turnover cleanings, deep cleanings, touchups) involved in preparing and maintaining Camp's facilities for ministry.
- B. Hire, train, and schedule housekeeping staff and volunteers according to Camp guidelines and needs.
- C. Review and manage department budget and expenditures.
- D. Maintain inventory levels of all basic supplies.
- E. Maintain clean and organized cleaning storage areas.
- F. Maintain a Camp Housekeeping manual.
- G. Manage Camp's linen service.
- H. Report needed repairs to maintenance.
- I. Raise awareness of cleaning standards and needs across all departments and facilities.
- J. Recommend needed equipment purchases and projects to the Director of Operations.
- K. Maintain a regular cleaning schedule for the office.
- L. Supervise the Summer Housekeeping Supervisor in partnership with the Ministry Team.

### II. MINISTRY SUPPORT (5%)

- A. Complete special projects as assigned.
- B. Contribute to Ministry Events as assigned.

## CORE STAFF TEAM RESPONSIBILITIES

1. Meet regularly with the Supervisor to discuss responsibilities.
2. Attend Core Staff and Department Meetings as required.
3. Enhance and support the ministry of Camp Lebanon according to spiritual gifts and personal interests.
4. Contribute spiritual ministry by actively supporting Camp Lebanon's mission in providing a "Meeting Place with God" to help the Church do the work of Christ.
5. Assist in the on-going health and safety consciousness of the Camp.
6. Apply biblical Body Life principles to preserve and enhance staff unity.

## THE OPPORTUNITY

**Salary Range:** \$40,000 - \$48,000

**Start Date:** Immediate Opening

**Benefits:** **Paid Time Off** 3 weeks (prorated for 2023) with partial rollover

**Paid Holidays:** New Year's (1), Easter (2), Thanksgiving (2), Christmas (2)

**Retirement Match:** Up to 4 percent (eligible day one)

**Food Service:** Available to family when food service is open

**Special considerations:** See employee handbook for a complete list (e.g. discounts, free camps)

**Healthcare:** Christian Healthcare Ministries (CHM) Visit [www.chministries.org](http://www.chministries.org) for details.

**CHM – 100% Employee funded** (single/couple/family 3+)

- Monthly amount: \$257/ \$514/\$771
- Includes Brother's Keeper option extends coverage to \$1,000,000 per illness
- Paid as payroll deduction pre-tax to reduce taxes
- Personal Responsibility (annual) \$1000/person, \$3000 family limit

**Health Reimbursement Account (HRA) – 100% Employer funded** (single/couple/family 3+)

- Total Coverage Limits (annual): \$2750 / \$4000 / \$5400
- Personal Responsibility supplement: \$500 per person
- Preventative care only (annual limit): \$400 / \$800 / \$1600
- Dental/Eye/Chiropractic (annual limit): \$1200 / \$1800 / \$2400
- Co-pay on prescriptions: \$25. Over-the-counter medications are not covered.
- Unused HRA funds belong to the Camp.

**RETIREMENT: 403(b) Match Opportunity**

- Employer matches up to 4% of employee contribution.
- Guidelines and vesting policies defining in Employee Handbook.

**THE MINISTRY:** Located five miles west of Upsala MN on spring-fed, fish-filled Cedar Lake, Camp Lebanon offers year-round programs for youth, families, and adults as well as rental opportunities for churches, families, and organizations. Camp Lebanon has a rich legacy of providing a "Meeting Place with God" to help the Church do the work of Christ. For more information visit [www.camplebanon.org](http://www.camplebanon.org).

**CONTACT:** Send resume and cover letter to Greg Standafer [gstandafer@camplebanon.org](mailto:gstandafer@camplebanon.org) 320.403-9514