

Sacramento Camp and Conference Center

Job Description: Guest Services Coordinator_House Keeping

Responsible To: House Keeping Coordinator

Status: Full-time W/ Benefits



Qualifications:

- Is in agreement with the philosophy and policies of Sacramento.
- Is eager to learn, loves people, and shows a consistent walk with God.
- Eager to know and love on the guest of this ministry as part of fulfilling our mission and vision.
- Flexible and willing to work with all staff, guests, and agencies.
- Demonstrates wisdom and discernment in decisions affecting personal and corporate safety.
- Has good character, integrity, adaptability, and enthusiasm.
- Ability and willingness to learn how to keep a large facility clean.
- Supervise staff
- Has the ability to acquire basic office functions. (ie. Word, Excel, etc.)
- Be at least 18 years old, graduated High school, have a valid driver's license, and pass a background check.

Responsibilities:

- Assist in scheduling staff weekly to ensure all buildings are kept clean and well-maintained.
- Assist in ordering cleaning supplies and other necessary items to ensure all buildings are well-kept. This includes cleaning chemicals, cleaning supplies, linens, etc.
- Assist with the supervision all staff in the department.
- Ensuring a safe work environment for all staff by following the HazCom program.
- Setting up rooms prior to guests' arrival. This includes chairs, tables, and audio/visual equipment.
- Cleaning of hotel-style rooms, conference rooms, public restrooms, and more.
- Ensuring all laundry is clean and available for guest use.
- Striping and waxing of tile floors and carpet cleaning.
- Opening buildings by unlocking them, turning on lights, and heaters for the guest before they arrive.
- Closing buildings by locking them, turning off the lights and heaters after they leave.
- Employees should make every effort to practice and teach good energy conservation.
- Participate in overall camp staff training.
- Perform light maintenance as able (painting, minor repairs, etc.) and report other maintenance needs to the Guest Relations Manager

Benefits:

- Full-time salaried position with competitive pay
- Housing
- PTO, Holiday, and Vacation programs
- Retirement Matching program
- On the Job Training
- Life insurance program