

**LUTHERAN CAMPING CORPORATION**  
**Job Description**

**Position:** Housekeeper- Kirchenwald

**Accountable to:** Director

**Job Definition:** To assist in proclaiming and embodying the vision of the Lutheran Camping Corporation of Central PA (LCC) with specific duties in retreat housekeeping with potential for food service at Kirchenwald.

**Desired Qualifications**

1. Personal commitment to Jesus Christ and a desire to serve God through the Church in an outdoor ministry setting.
2. An understanding of and agreement with the mission and goals of the LCC, the Lower Susquehanna Synod, and the Evangelical Lutheran Church in America (ELCA).
3. Preference will be given to candidates with experience in the following areas:
  - a. Housekeeping
  - b. Good interpersonal and communication skills for interacting with co-workers, volunteers, and retreat guests.
  - c. Food preparation and service
4. Satisfactory criminal background check (mandatory)

**Performance Responsibilities**

*In addition to the following, other duties may be assigned.*

Housekeeping

1. Complete a thorough cleaning of all retreat facilities at the conclusion of a group's stay so that facilities are presentable for visitors.
2. Ensure all retreat facilities are clean and ready to accommodate groups upon their arrival.
3. Report any damages, missing items, and/or found items to the camp director.
4. Adhere to a monthly and yearly cleaning schedule for all retreat facilities.
5. Greet retreat groups upon arrival, when necessary.

Site Management

1. Conduct with the camp director, site manager, and other appropriate persons an annual assessment of the facilities at Kirchenwald.
2. Consult with the camp director and maintenance staff to ensure repairs and maintenance needs are addressed and completed in a timely manner.
3. Purchase cleaning and cooking supplies by approval of the camp director and site manager.