



### **Our Mission**

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ, and join as fellow pilgrims on their journey of faith with God.

**Job Title:** Housekeeper

**Organizational Relationship:** Reports To Camp Director

**Department:** Operations

**Location:** Whispering Winds Catholic Conference Center, Julian, CA

**Position Type:** Full time or part time, Non-exempt

**Salary Range:** \$16 - \$20 per hour

### **Overview:**

Maintains and facilitates the upkeep of all lodges and meeting spaces to ensure a quality experience for all guests

### **Skills and Abilities:**

- Has knowledge or is willing to learn safe use of housekeeping equipment and cleaning supplies
- Has experience in cleaning and general maintenance of living and meeting spaces
- Exhibits a positive attitude
- Pays attention to detail and is helpful to guests
- Strong sense of urgency and timeliness
- Has a servant's heart with a strong calling towards hospitality
- Demonstrates problem solving skills and has the ability to think quickly to adjust plans and still achieve desired outcomes

### **Job Description:**

- Clean the meeting spaces and sleeping quarters at Whispering Winds
  - Use the appropriate safety measures, tools and chemicals that are provided to sweep and mop the floors, vacuum carpeted floors and door mats, scrub toilets, clean sinks, mop floors, replace paper towels and toilet paper as needed, remove trash and replace trash bags
- Confirm that the meeting space and sleeping quarters are prepared based on upcoming reservations
- Manage camp laundry in a timely manner to ensure the availability of cleaning supplies and linens when needed
- Participate in the upkeep of housekeeping supply spaces to keep a neat and orderly work space
- Ensure cleaning closets in various camp buildings are maintained and stocked
- Conduct minor repairs in sleeping quarters and meeting spaces
- Report major repairs, in writing, to the maintenance team
- Report janitorial supplies needed to the Camp Director
- Submit written shopping lists to the Camp Director as needed
- Attend and participate in staff meetings
- Ask for help when needed, ask questions and give suggestions to improve camp

### **Compliance and Risk Management:**

- Maintain first aid and CPR certifications
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including OSHA and local, state, and federal laws and regulations

### **Other Job Duties:**

- Attend staff meetings
- Attend training and seminars

**Work Environment:**

- Indoors and outdoors in summer, winter, and rainy weather conditions, and sometimes in buildings without central heat or *a/c*

**Miscellaneous**

- Normal indoor/outdoor environment requiring occasional lifting (up to 50 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time
- Minimal travel to San Diego/reliable transportation required

**Disclaimer:**

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined, and other duties, as assigned, might be part of the job. For more information on the organization, please visit [whisperingwinds.org](http://whisperingwinds.org).