

Green Lake Lutheran Ministries – Custodian/Housekeeper Job Description

About Green Lake Lutheran Ministries

Green Lake Lutheran Ministries (GLLM) provides camping and retreat experiences where people experience the life-changing love of Jesus in 3 vibrant settings. Founded over 80 years ago, GLLM has evolved into a diverse, multi-site, thriving ministry. GLLM's program encompasses a wide variety of summer offerings such as: youth programming for 1st grade through high school, family programs, and special programs (e.g. music and drama camp designed for adults with developmental disabilities). GLLM also offers year-round retreat facilities at its Green Lake and St Andrew Village locations where GLLM offers planned retreats and provides space for groups coming with their own programming.

GLLM operates on three sites – each uniquely beautiful with highly valued shoreline property:

- Green Lake Bible Camp in Spicer
- Shores of St. Andrew in New London
- Camp House near the North Shore of Lake Superior

GLLM has nearly 200 member congregations who support and participate in GLLM's mission. There is a strong community of staff alumni, former campers, current campers, congregation members, and clergy who cherish the sites of Green Lake Lutheran Ministries and stay connected to the mission.

Summary

The custodian/housekeeper serves as a key member of our hospitality team and is integrally involved with creating spaces that are ready to live into our core value of radical hospitality. We strive to be attentive to all the needs of our guests and campers and then go the extra mile to make sure their experience is one that they will write home about! By giving specific attention to details of cleanliness our sites are ready to serve safely, vibrantly, and intentionally for whatever the purpose of the retreat group or summer camp.

The custodian/housekeeper position will coordinate with our Director of Hospitality and Retreat Ministries, registrar, maintenance staff, and kitchen staff to understand the overarching plan and schedule of groups, and then will lead the effort in preparing spaces. This happens both daily and as part of a weekly hospitality team meeting. Vacuuming, dusting, bathroom cleaning, sweeping, mopping, sleeping room turnovers, etc. are all part of the radical hospitality we are hoping to provide.

Although our organization operates three different sites, most duties will take place at Green Lake Bible Camp in Spicer with only occasional work being done at Shores of St. Andrews near New London. Although staff are encouraged to get to know all three camps, no work should be planned for or will be expected of the custodian/housekeeper at Camp House near the North Shore of Lake Superior.

Essential Duties and Responsibilities

1. Daily cleaning
 - a. Cleaning and tidying of bathrooms, entryways, shared office spaces, dining hall, kitchen, and meeting spaces either daily or as needed based on group or camp occupancy.
 - b. Do occasional laundry of cleaning rags, mop heads, and kitchen linens.
 - c. General disinfecting as per our COVID cleaning protocols.
2. Turnovers (cleaning between groups)
 - a. Various sleeping rooms and cabins are used semi regularly with the average stay length being 3-5 days. Vacuuming, dusting, changing of bed linens, bathroom cleaning, and disinfecting are all done between each group. Additional staffing or contract cleaners are used during particularly tight turnover windows.
 - b. Various meeting spaces are used along with sleeping spaces by retreat groups with the average use range of 2-4 days. Vacuuming, dusting, cleaning, and disinfecting.
3. Cleaning supply and linen management
 - a. We use a laundry service to do the majority of all bedding and bathroom linens. In coordination with other staff, dirty linens will be prepared for pickup clean linen deliveries must be organized and inventoried.
 - b. We order all cleaning supplies and paper products from a supplier. In coordination with other staff, the management of the ordering process and organization of deliveries are all duties of the custodian/housekeeper.
4. Special events

- a. We occasionally host onsite events throughout the year that may require adjustments to typical schedule. General cleaning of high traffic/use spaces, checking/changing garbage, bathroom tidying and stocking.
- b. The Green Lake Bible Camp Chapel is used for weddings throughout the warm weather months of the year, as part of community worship services, and for special events. Cleaning of bathrooms, sanctuary, and entryway space is to be done as needed.
5. Summer specific duties
 - a. Each Friday during the summer camp season, along with site/program director, the custodian/housekeeper will utilize assigned staff as a working supervisor, to clean all buildings and replace garbage containers.
 - b. Various summer staff (counselors and support staff) are assigned to weekly cleaning duties. The custodian/housekeeper will make sure staff have needed supplies and ensure task completion.
6. Occasional
 - a. During times of lower occupancy and/or site usage, when daily duties are low, the custodian/housekeeper will take on a list of deep cleaning tasks that are done only on occasional basis. This may include wall scrubbing, detailed window cleaning, deep cleaning in high traffic spaces, and other tasks as needed.
7. Other duties as assigned.

Supervises

- The custodian/housekeeper does not directly supervise any staff but will help manage seasonal staff when assigned to various cleaning duties and tasks.

Qualifications and Requirements

1. Ability to stay on top of a variety of tasks with an eye for small detail
2. Desired candidate must be able to lift 30lbs, have the ability safely climb ladders (occasional), navigate uneven terrain, work independently, and drive a golf cart.
3. Ability to work occasional weekends.
4. Ability to work well with others and to be a flexible member of a team.
5. Ability to take initiative and work well without close supervision.
6. Ability to model radical hospitality within our staff and to our guests.

Education/Training/Experience

There is no minimum education level for this position.

Working Relationships (Internal/External)

1. This position works closely with
 - a. Director of Hospitality and Retreat Ministries – to coordinate work as part of full hospitality plan
 - b. Green Lake Bible Camp Property Manager – to share repair orders
 - c. Registrar - to view and review calendar of events and daily group schedules
 - d. Executive Director – overall strategy and administration

Hours

The hours of the position are flexible to an extent, but certain duties must be done when the space and/or building is empty of all guests and campers. Working weekends is needed when turnovers or special events require it. The position will average 40 hours per week. Flexibility of total hours may be available upon request.

Salary

- Hourly Wage based on experience within the range of \$15 to \$17 per hour
- Full Employee Medical Insurance Provided / 25% Family
- Full Employee Dental Insurance Provided / 25% Family
- 6% Employer paid retirement
- Two weeks of paid time off, two days of personal time, sick days accrued at one day per month of service, ten paid holidays

Supervisor: Director of Properties and Facilities / Executive Director

(Check One)

Non-Exempt

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