

Housekeeping Assistant Job Description – IOLBC

“To know Jesus Christ and to make Christ known to all”

Job Title: Housekeeping Assistant

Reports To: IOLBC Directors (for oversight and guidance), Director of Programs (for employment), Housekeeper (for day-to-day job assignments, training, and support).

Summary of Position:

The Housekeeping Assistant fulfills duties assigned to them by the year-round Housekeeper, primarily relating to cleaning the camp. This person may also be assigned at times to help with other support areas (kitchen or maintenance) as needed. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers’ needs and who prayerfully support each other and campers. This role is essential to the hospitality of our guests and their overall camp experience that they might “know Jesus Christ and make Christ known to all.”

Essential Job Requirements:

- Attend specifically assigned sessions of staff training and full summer session (unless special arrangements are made in advance)
- Clean certain public areas of camp daily.
- Assist Housekeeper to lead the counselors in weekend turnovers on Fridays and Sundays.
- Communicate clearly with Director of Programs, Housekeeper, and campers.
- Ensure safety for campers and other staff by following IOLBC’s Safety Policies
- Build encouraging relationships with other counselors and staff

Minimum Age:

- Must be at least 18 years of old

Required Experience:

- Previous cleaning experience is preferred but not required

Required Skills:

- Must be able to use standard cleaning equipment with proper training

Physical Requirements:

- Must be able to lift 40 pounds
- Must be able to work on your feet for 8 hours (with scheduled breaks)
- Must care for themselves in order to be alert, creative, and energetic.
- Must be able to live in group housing with other staff of the same gender, with some accessibility accommodations.

Mental Requirements:

- Must maintain a positive attitude at all times
- Must be willing to step outside comfort zone
- Must be willing and ready to serve in any way needed to ensure a good camp experience
- Must understand their role as a hospitality role to campers

Supervisory Responsibilities:

- Housekeeping Assistants may at times be responsible for supervising summer staff and other volunteers helping with cleaning projects. They must provide needed direction and supplies to facilitate each task.

Working Conditions and Expectations

Housekeeping Assistants are expected to:

- Claim Jesus Christ as Lord and Savior and conduct yourself at all times as a representative of Christ and His ministry
- Dress modestly and appropriately, with care to conceal undergarments (i.e. no spaghetti-strap tank tops, no low riding pants, one-piece swimsuits, etc.).
- Remain on camp premises when at camp unless designated a free night or given permission by a program director.
- Work with all staff members to make sure camp property is cared for, effective, safe and clean.
- Refrain from pursuing new dating relationships with other staff members until after the summer.
- Abstain from sexual activity (except within marriage between husband and wife).
- Abstain from drugs, alcohol and tobacco for entire summer contract period.
- Teach and support theology that is consistent with Ingham Okoboji Lutheran Bible Camps.
- Pray regularly for the camps, the staff, and the campers.

In addition:

- On camp premises you may only play Christian music out loud
- Only movies with a rating of PG-13 or LESS (G, PG) may be played on camp premises.
- 12 a.m. curfew Saturday through Thursday nights.
- 1 a.m. curfew on Friday nights.