



Housekeeping Coordinator

Job Description

Mission: To encourage youth, adults, and families to discover and strengthen a life-changing relationship with Jesus Christ through high-quality Christian camp experiences that consistently proclaim Jesus and reflect His love.

Vision: Lake Beauty Bible Camp (LBBC) is a place set apart where the heart, mind, body, and soul of every guest can encounter the living God.

Organizational Relationships:

- o Reports primarily to the Guest Services Director and, when needed, the Camp Director.
- o Communicates and collaborates with other department heads of LBBC.
- o Provides direction, oversight, and support for the Food Services/Housekeeping Associate, summer staff, interns, and volunteers.

Education and Experience:

- o High School Diploma or GED
- o Prior experience in professional cleaning settings is preferred, but not required.

Position Overview:

The Housekeeping Coordinator is responsible for leading the effort to clean LBBC spaces for its guests and staff. This will include preparing areas so guests feel welcome, cleaning spaces during guests' stays so they have a positive experience, and resetting areas after a guests stay to prepare for the next event. At times, this position will organize all-camp cleaning efforts, delegating roles to both small and large teams of helpers. In addition, this position will oversee a yearly cycle of deep-cleaning around camp with the goal of ensuring buildings and objects are in good function.

Job Responsibilities:

1. General Housekeeping

- a. Ensure that spaces are cleaned and prepared between guest groups.
- b. Cleaning spaces during guests' stay.
- c. Ordering linens and special housekeeping through vendors.
- d. Maintaining relationships with cleaning supplies vendors.
- e. Organizing and completing a yearly deep cleaning cycle.
- f. Laundering LBBC-owned linens and cleaning supplies.
- g. Reporting maintenance issues to the Properties Department
- h. Organizing and restocking housekeeping closets.

2. Coordinating Cleaning Tasks

- a. Planning future housekeeping duties alongside the Guest Services Director.
- b. Training and supervising interns and summer staff in regular housekeeping duties.
- c. Training and delegating tasks to the Food Services and Housekeeping Associate.
- d. Orchestrating all-camp cleans.
- e. Planning jobs for volunteer housekeepers and overseeing their work.

Additional tasks: Work with different departments as needed to help in other operations.

Knowledge, Skills, and Abilities:

- o Good physical condition - can lift up to 40 lbs, carry items long distances/up stairs, maneuver in tight spaces, move furniture, and spend extended periods of time standing/walking.
- o Attention to detail and anticipating the needs of guests.
- o Basic managerial and people skills.
- o Ability to manage time well and meet imposed deadlines.
- o Ability to exercise independent thinking while keeping supervisors updated.
- o Basic knowledge of cleaning methods and supplies.

Type of Position: Part-Time (20-30 hours a week), Hourly, Year-Round

Required Licensure/Certification:

- o Possess a valid driver's license with a clean driving record.

Apply at lbbc.com/employment

Lake Beauty Bible Camp

25766 Hummingbird Trail, Long Prairie, MN 56347 (320-732-3218)