

# Housekeeping Supervisor

**Golden Bell**  
A Mountaintop Experience



**Classification:** Full-Time

**Reports to:** Facilities Director

**Works with:** Guest Relations and Maintenance Departments, and other departments including program and kitchen when sharing staff.

**Supervises:** Housekeeping Staff, Summer Staff, and any Year-Round Staff member when engaged in Housekeeping tasks.

**Position Purpose:** To create a welcoming and worry-free environment so that our guests can have a “mountaintop experience.”

**Summary:** Supervise and carry out all cleaning, laundering, and hospitality duties on camp.

## QUALIFICATIONS:

High school diploma required.

Previous janitorial/housekeeping staff experience preferred.

Evidence of leadership ability and teamwork.

- Commitment to camp mission and purpose.
- Good interpersonal, communication, planning and organizational skills.
- Experience in supervision and leadership.
- Ability to take charge of tasks and work independently.
- Able to develop procedures for work.
- Flexibility for schedule changes.
- Ability to work irregular, weekend and extended hours as required.
- Working knowledge of Microsoft computer applications.
- Ability to work in full view of guests and public.
- ability to effectively communicate orally and in writing.
- Physical ability to lift and carry 50 pounds.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking/kneeling for long periods of time (60 minutes or more).
- Ability to safely and properly use equipment.

## ESSENTIAL JOB FUNCTIONS:

1. Manage the daily operations of housekeeping around camp.
  - Plan, prepare and schedule cleaning of camp facilities.
  - Coordinate with Guest Relations to Provide clean, neat facilities consistently and timely.
  - Maintain stock and order re-stock of all housekeeping supplies and equipment.
  - Oversee and do laundry—whether through our camp facilities or laundromat.
  - Train new staff in proper procedures and re-train/correct as necessary.
2. Assist in routine sanitation and safety of the camp.

## ADDITIONAL RESPONSIBILITIES:

- Attend Team meetings and training times.
- Maintain clear and encouraging written and verbal communication with all camp staff.
- Exhibit a Christ-like attitude in regard to our tasks, guests and co-workers.
- Assist in all areas of camp as needed (Facilities, Programming, Kitchen, etc.)
- Weekend Hosting

## APPLICATION PROCESS:

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Application form
- Resume
- Responses to Golden Bell's Statement of Faith form
- Two reference letters from professional associates
- Letter of reference from current pastor

**Drop off, send, fax or email a complete application packet to:**

Golden Bell Camp & Conference Center  
380 County Road 512  
Divide, CO 80814  
Phone: 719-687-9561  
Fax: 719-687-5400  
Email: [info@goldenbellrocks.com](mailto:info@goldenbellrocks.com)

**RELIGIOUS DISCRIMINATION NOTICE:**

It is the policy of Golden Bell Camp & Conference Center to recruit and only hire applicants who have made a personal commitment to Jesus Christ and accepted Him as their Lord and Savior, as indicated on and consistent with our Statement of Faith and General Application form. Because of our religious formation and purpose, Golden Bell camp & Conference Center has an organizational exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists.

**INITIAL ASSESSMENT STAGE:**

Every new hire will be given an initial assessment period that will last their first 60 days of employment. During this time the employee and employer have the opportunity to assess if the position is a good fit for them. When the employee has completed their first 30 days of employment a meeting will be scheduled to discuss and evaluate their progress.