



Hidden Acres Housekeeper/Custodian

The housekeeper/custodian is responsible for the cleaning of facilities and reporting of any safety hazards to maintenance personnel. This is an hourly position. Their direct supervisor is the head of housekeeping.

This is an “entry-level” position at Hidden Acres with the potential for additional responsibilities in the future.

Daily Housekeeping/Custodian Responsibilities

- Take full responsibility for the cleaning and preparing assigned areas, including, but not limited to:
 - Vacuuming, sweeping, and mopping floors
 - Cleaning toilets and showers
 - Making beds
 - Collecting and disposing of trash and cardboard, in appropriate areas
 - Restocking and keeping cleaning closet(s) organized
 - Notifying maintenance of any necessary repairs & following up to make sure they are completed.
 - Setting up tables & chairs.

Summer Camp

- Train, guide, and assist T3 counselors
- Work in snack and/or gift shop

Other Responsibilities

- Assist guests when necessary
- Operate floor machines
- Check and refill pop machines on a weekly basis
- Work approximately 15-20 weekends per year on a rotating basis, in whatever department there are needs

Qualifications

- A committed follower of Christ, in agreement with the EFCA Statement of Faith
- Ability to work well independently and as part of a team
- Able to manage time effectively
- Ability to lift, at least, 25 pounds, lay down to check under beds, and move furniture (in order to clean underneath)
- Ability to stand and move for long periods of time
- Personable and able to communicate with guests and staff of various personalities, ages, backgrounds, etc.
- Organized and capable of balancing multiple projects at once
- Passionate about serving others

Benefits

- Hourly Wage
- Paid Time Off
- 403(b) retirement account
- 403(b) retirement account matching (2% after first year of employment)
- Meals in the Dining Hall whenever served (daily staff lunch, most weekend meals)
- Staff discount on store items
- Children attend Summer Camp for free
- Housing is **NOT** provided

Interested applicants should email a resume and cover letter to michelle.kincaid@hacamps.org and fill out the paper form or online application that can be found at <https://www.hacamps.org/employment>.