

**TOWER HILL CAMP AND RETREAT CENTER POSITION DESCRIPTION**  
**Hospitality Staff**

**JOB DESCRIPTION**

Hospitality is essential to the operations and environment of the Camp. The Hospitality Associate is responsible for the cleanliness and appearance of the camp facilities and will participate in the regular cleaning of facilities and will report any repair needs to their supervisor. Our Hospitality Associates also welcome and serve guests in our Dining Hall. This person may help with the cosmetic arrangements of the facilities, adding pictures, furniture, center art pieces, etc. to the facility, and assist supervisor with the needs of the facility. Person employed in Hospitality may be responsible for cleaning supplies and inventory, documenting supplies in poor condition or replacing worn out pillows, linens, dishware, etc.

**REQUIRED JOB QUALIFICATIONS AND SKILLS**

- 2 years' experience in housekeeping
- Strong background in hospitality and guest services
- Attention to detail in cleaning, making beds, sweeping, mopping
- Able to accommodate home décor for Cottage homes and retreat facilities
- Must be well spoken and approachable for staff and guest needs
- Must have a very high expectation to cleanliness, organization, interior design
- Experience in lodging hospitality, interior décor, hotel style housekeeping
- Dedicated to their professional work, organized and able to prioritize work-load
- Excellent communication skills with co-workers, camp staff, & Supervisors
- Must be able to work independently cleaning without direct supervision.
- Experience desired in cleaning multiple facilities servicing whether retreat facilities, youth facilities, cottage homes, Kitchen areas, laundry, offices, seasonal facilities, outdoor spaces
- Experience desired in food service-temperature control, dishwashing, serving

**RESPONSIBILITIES & EDUCATION**

- Must have a High school diploma or equivalent
- Ability to work in a team environment
- Able to relate well to children and adults
- Ability to pass required background checks that are completed every year for seasonal employees of each calendar year- including National Sex Offender Registry, Perpetrator of Child Abuse or Neglect, and State and Federal Felony Convictions.
- Uphold the mission, policies, and standards as set by the Outdoor Ministry System and applicable State of Michigan and American Camp Association regulations
- Perform other duties as assigned by supervisor

**COMPENSATION \ BENEFITS \ EMPLOYMENT CATEGORY**

- \$15-17/hour
- Part-Time up to 29 hours per week
- Employment Classifications as outlined in Illinois Conference Personnel Handbook:

\_\_\_\_\_  
Housekeeper

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Manager

\_\_\_\_\_  
Date