



Position Title: Housekeeping Supervisor
Classification: Summer Position
Reports To: Director of Ministries
Direct Reports: Housekeeping Specialists
Key Relationships: Maintenance Director, Food Service Director, Program Coordinators

Position Summary

The Housekeeping Supervisor works directly for the Director of Ministries. They shall primarily be responsible for the training and supervision of all housekeeping staff members; cleaning and upkeep of all Pine Ridge facilities and grounds; disposal of all garbage and recycling; and the preparation of all camp program bonfires.

Key Job Functions

Housekeeping Leadership

- Execute proper training for all housekeeping servant team members prior to and throughout summer.
- Responsible for the cleaning of all Pine Ridge facilities and grounds.
- Ensures proper cleaning supply inventory throughout the summer
- Correct hazardous conditions immediately.
- Responsible for the disposal of all garbage on property.

Staff Leadership

- Be a spiritual leader and an example to the other housekeeping personnel.
- Attends morning devotional for high school servant team members.

Other Duties

- Ensures that all program bonfires are built at least one hour prior to said event.
- Helps with the care and maintenance of Pine Ridge facilities under the direction of the Maintenance Director.
- Helps with program areas as time permits.
- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
 - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
 - Assisting with kitchen duties like dish washing, and food preparation
 - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

Sample Schedule

7:00am- Morning Cleaning Assignments	2:00pm- Break
8:00am- Breakfast	4:00pm- Maintenance Support
9:00am- Cleaning Assignments	5:00pm- Dinner
12:00pm- Lunch	6:00pm- Dinner Cleanup
1:00pm- Recycling and Garbage Removal	7:00pm- Chapel

General Qualifications

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

Specific Qualifications

- Is an adult at least 18 years old, preferably 21 years old or older.
- An adult who has proven competent abilities and experience in supervising a team.
- Preference given to applicants with at least one year of summer staff experience at Pine Ridge.

Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).