



**Position Title:** Housekeeping Specialist  
**Classification:** Summer Position  
**Reports To:** Housekeeping Supervisor  
**Direct Reports:** N/A  
**Key Relationships:** Program Coordinators, Cabin Leaders, Support Team

### Position Summary

The Housekeeping Specialist works directly for the Housekeeping Supervisor. They shall primarily be responsible for preparing food serving according to menu, assisting in all pre- and post-meal duties, and the maintenance and cleaning of all kitchen equipment.

### Key Job Functions

- Responsible for helping with the cleaning of all Pine Ridge facilities and grounds.
- Correct hazardous conditions immediately with the assistance of the Housekeeping Supervisor.
- Responsible for helping with the disposal of all garbage on property.

### Other Duties

- Helps to build program bonfires.
- Helps with program areas as time permits (with permission)
- 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- Prepare Breakfast	1:00pm- Clean Up Lunch
8:00am- Serve Breakfast	2:00pm- Break
9:00am- Clean Up Breakfast	4:00pm- Prepare Dinner
10:00am- Attend Support Team Devotional	5:00pm- Serve Dinner
11:00pm- Prepare Lunch	6:00pm- Clean Up Dinner
12:00pm- Serve Lunch	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

- Must be at least 14 years of age with preference given to applicants that are 16 or older.
- Preference give to those previous experience in quantity food service or equivalent training.

### **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).*