TALL OAKS CONFERENCE CENTER

HOUSEKEEPER (possible food service worker)

1. REPORTS TO
   1. Tall Oaks Director of Housekeeping. (main supervisor) And
      1. Tall Oaks Director of Hospitality
      2. Tall Oaks Executive Director and Guest Services Director.
      3. Tall Oaks Administrator On Duty (AOD).
2. WORK SCHEDULE
   1. 12 Months
   2. 10-40 hours per week
3. QUALIFICATIONS
   1. Experience in housekeeping/custodial.
   2. Hard worker.
   3. Able to work flexible schedule. With groups coming and going our housekeeping might need to done in short time periods. Much of it during the day but could be some evenings as well. Also some weekend work required.
   4. A good fit to work in a Christian camp atmosphere.
   5. Physically fit and able to work quickly if the situation warrants.
   6. Food service experience would be a plus.
4. MAIN DUTIES.
   1. HOUSEKEEPING/CUSTODIAL
      1. Cleaning housing areas both dormitory and motel style rooms.
      2. Motel style rooms require making beds and putting out linens.
      3. Control and distribution of laundry items.
      4. Cleaning meeting areas.
      5. Setting up for meetings.
      6. Cleaning of all dining hall, common areas, and restrooms.
      7. Clean up of snack items and returning items to DH.
      8. Picking up trash from multi day use areas.
      9. Seasonal cleaning such as window washing, carpet cleaning, cleaning mattress covers and etc.
      10. Laundry of blankets, mattress & pillow covers, & bed spreads.
      11. Other laundry or custodial duties.
      12. Order product, assign task, manage worker when applicable.
   2. FOOD SERVICE (Possibly). This will be an agreed upon amount of time and duties, for situations when other help is needed in the kitchen/dining hall.
      1. Dishwashing.
      2. Salad and salad bar prep.
      3. Serving line prep.
      4. Table setting and cleanup
      5. Some light cooking.
      6. Dining room cleanup.
   3. OTHER DUTIES AS ASSIGNED BY TALL OAKS ADMINISTRATION.
5. BENEFITS.
   1. Meals when on duty and meals are being prepared. 3 meals per day are prepared during summer and 5-6 meals usually prepared on weekends.