

# Lake Junaluska Assembly, Inc.

## Job Description

Job Title: Housekeeper  
Department: Housekeeping  
Supervisor: Executive Housekeeper  
FSLA Status: Non-Exempt  
Salary Grade:  
Supervises: NA  
Position Status: Part-time/Seasonal

### **LJA Mission Statement:**

As an employee of Lake Junaluska Assembly, Inc., you are a member of a ministry team implementing the LJA mission, which is "to serve God by connecting individuals, congregations and conferences in discipleship with Jesus Christ through The United Methodist Church". We make available effective Christian programming for training, inspiration, recreation and personal enrichment. The staff also works together to be good stewards of LJA assets, to provide the very best support services for every guest and to provide affordable facilities.

### **Essential Functions**

- Regularly clean and maintain furniture and rooms on the Lake's campus.
- Regularly clean and straighten all rooms.
- Constantly keep hallways, elevators, stairways, meeting rooms, and offices clean.
- Constantly keep windows and doors washed and clean at all times.
- Assure appropriate appearance of all public areas and private rooms for guest comfort.
- Perform other duties and responsibilities as assigned and required.
- Must be honest, reliable and prompt in assisting guest through daily contact.
- Comply with all safety policies, practices and procedures.

### **Knowledge, Skills and Abilities**

No prior experience or training.

Ability to comprehend simple instructions.

Organization Skills: Able to prioritize task, organize daily activity and to be able to multi-task projects/tasks. Able to allocate time efficiently.

Ability to apply common sense understanding to carry out instructions furnished in oral form.

Ability to work by the policies and procedures mandated by SEJAC.

Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

Participate in proactive team efforts to achieve departmental and company goals.

Provide leadership to others through example and sharing of knowledge/skill.

Have a commitment to quality customer service.

**Performance/Success Factors**

Be punctual to work and other related functions; performs well in a team environment; complete work in a timely, accurate, and thorough manner; conscientious about assignments

Must be a team player and cooperate with all staff.

Ability to receive guidance with respect to general objectives; in the majority of tasks and projects assigned, occasionally determine methods, work sequence, scheduling and how to achieve objectives of assignments; operate within specific policy guidelines.

Able to work independently but operate within department policy guidelines using independent judgment.

Strive for quality in all task and/or duties.

Participate in proactive team efforts to achieve departmental and company goals.

Provide leadership to others through example and sharing of knowledge/skills.

**Working conditions**

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation. Able to work in areas without air-condition.

Physical Demands: To coordinate work, constantly moves about, able to stand (occasionally for prolonged periods of time), walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), climb or balance, stoop, kneel, crouch, talk to and hear staff and customer requests, occasionally works in wet or humid conditions and be in good physical condition and also lifts or carries or otherwise moves and positions objects weighing up to 50 pounds.

Vision: must be good, clear vision in order to monitor grade of cleaning.

Hours: Rotating schedule to include days/nights/weekends/ holiday's as required.

**Receipt and Acknowledgment**

I accept employment at Lake Junaluska Assembly, Inc and acknowledge by my acceptance that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time if I am unable to perform these functions.
- My job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the essential job functions as well as compliance with all policies, procedures, rules and regulations of the Human Resources Policies and Procedures Manual for Lake Junaluska Assembly, Inc.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.
- I have read and understand this job description.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Equal Opportunity Employer