



**DuBOIS CENTER**  
Illinois South Conference United Church of Christ  
**Position Description**

**TITLE:** Housekeeper  
**CLASSIFICATION:** Part-time  
**REPORTS TO:** Co Executive Directors  
**HIRING RANGE:** \$15 per hour

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**Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation**

**GENERAL INFORMATION:** DuBois Center is a ministry of the Illinois South Conference of the United Church of Christ. Church membership is NOT a requirement for employment. We provide facilities, services, and programs that support our mission and provide a "Ministry of Hospitality."

**PURPOSE:** To maintain the cleanliness of DuBois Center's lodging facilities. The housekeeper will be expected to clean the sleeping lodge and/or 1-4 cottages between guest groups, retreats, and school groups. Housekeeping may also be asked to freshen up lodging facilities if there has been a significant gap between groups due to the slower seasons.

**DESIRED QUALIFICATIONS:**

- Minimum Age: 18
- Possesses a sincere desire to serve others and is supportive of our Christian purpose
- Is flexible, dependable, and able to accept direction
- Is physically active and emotionally stable
- Is willing to work in a "limited smoking" or "non-smoking" environment

**JOB SEGMENTS:**

- ☐ Cleaning Hickory Lodge between groups, including washing and drying bed linens.
- ☐ Cleaning Cottages between guest groups in the spring, fall, and winter.
- ☐ Restock cleaning totes during the summer.
- ☐ Organize and inventory supplies and equipment in cleaning closets.
- ☐ Advise Directors or Food Service Coordinator when supplies are running low and need to be ordered.
- ☐ Other duties may be assigned as needed.

**ESSENTIAL FUNCTIONS:**

- ☐ Ability to lift at least 40 pounds, move equipment, supplies, and load laundry, and take out trash.
- ☐ Ability to walk up and down stairs easily.
- ☐ Ability to properly operate assigned equipment safely and efficiently.
- ☐ Ability to follow and understand written and oral instructions.
- ☐ Ability to assess the cleanliness of lodging facilities.

**HOURS:** This is a part-time, as-needed position. Hours vary depending on the guest groups using our facilities. During spring and fall, we often have weekend groups and occasionally mid-week groups. During summer, we have camps Sunday through Friday with occasional weekend groups. Camp counselors take care of cleaning the cottages during the summer. Winter hours will be inventory, organization, and deep cleaning projects. The average number of hours varies between 5-20 hours per week. Scheduling is somewhat flexible, but we must ensure facilities are cleaned before each guest group arrives.

Rev 12-25