

Housekeeping - part time

Join our team at Laurel Ridge Camp, Conference, and Retreat Center in Housekeeping! We're seeking enthusiastic and skilled individuals who can provide our guests with clean and welcoming facilities.

About Us:

Laurel Ridge, located in Laurel Springs, NC 28644, offers year-round facility rentals to individuals and groups from churches, nonprofits, civic organizations, educational institutions, government agencies, and professional organizations. Additionally, we host special events and programs for all ages in the breathtaking setting of the North Carolina high country.

Our summer camp, running from June through early August, is owned and operated by the Moravian Church in America, Southern Province. As a nonprofit ministry of the church, our mission is:

"Laurel Ridge is a mountain place set apart for forming disciples of Jesus Christ who live and learn in community to serve in the world."

We are proud to be a church camp dedicated to fostering community, faith, and service in a truly inspiring environment.

Job Summary:

- This is a part-time, hourly position with hours varying each week based on demand, as scheduled by the Guests Services Coordinator. The Housekeeper is responsible for general cleaning tasks throughout Laurel Ridge and for reporting any maintenance needs to the Facilities Manager.

Essential Functions:

- Perform routine cleaning in bedrooms, bathrooms, main halls, conference areas, and main bathrooms, including general cleaning, collecting linen and trash, arranging furniture, setting up conference areas, restocking amenities, changing light bulbs, adjusting thermostats, closing windows, and locking doors.
- Carry out detailed cleaning tasks periodically, such as washing and changing mattress pads and bedspreads, sanitizing fixtures, cleaning walls and paneling, and washing interior windows.
- Monitor cleaning supplies and inform the Guest Services Coordinator when orders are needed.
- Report maintenance issues to the Facilities Manager.
- Care for plants and flowers throughout the Lodge, contributing to a pleasant environment for guests.
- Perform other duties as assigned.

Additionally: The Laurel Ridge team collaborates to ensure the camp, conference and retreat center runs smoothly, which may include taking on additional tasks that arise. Everyone works together to make our guests experience exceptional.

Pay:

Our Commitment:

Here at Laurel Ridge Camp Conference and Retreat Center, we're dedicated to creating a diverse, equitable, and inclusive environment for all our staff and campers. We welcome individuals from all walks of life and aim to make everyone feel like they belong.

Equal Opportunity:

Laurel Ridge Camp Conference and Retreat Center is an equal opportunity employer that values diversity and does not discriminate based on race, color, religion, gender, age, national origin, disability, sexual orientation, or any other protected status.