

## Job Posting: Housekeeping Team Member

**Part-Time Casual** (hours may be reduced in winter season)

**Start Date: September 3, 2019**

### Who We Are

Located in Beaverton ON, Fair Havens Ministries is a Christian, non-profit organization composed of a summer Family Camp, Retreat Centre, Outdoor Christian Education Centre, as well as a Youth Discipleship program.

### Job Summary

Our Housekeeping Department oversees the cleanliness and aesthetic of our accommodations and public spaces. As a member of the Housekeeping Team, the successful candidate will participate in cleaning and maintaining our facilities under the supervision and training of the Housekeeping Manager.

### Key Responsibilities (under the direction of and working in collaboration with the offsite Group Sales Manager)

- Commitment to cleanliness in the form of cleaning washrooms, making beds, laundering, dusting, sweeping, mopping, etc.;
- Attention to detail;
- Ability to work quickly and efficiently, with minimal supervision;
- Ability to work within a team environment;
- Be aware of and adhere to up-to-date Health and Safety standards, including Material Safety Data Sheets and standard safety procedures;
- Reporting any damages or repairs required to Office and/or Maintenance Department(s)

### Other Responsibilities

- Work as a part of the Fair Havens Team; available to direct on-site guests;
- May be assigned other duties from time-to-time by the Executive Director, including assisting in other departments as needed

### Working Conditions (hours, environment, etc.)

- Working in a Christian service ministry requires a high standard of personal integrity and lifestyle. Each staff member working at Fair Havens will be expected to adhere to the Code of Conduct as described in the Staff Manual. All staff are expected to share in the vision and ministry of Fair Havens regardless of their position.
- Our motto must be adopted and practiced by all staff, "We do our BEST for every GUEST ... in JESUS' name
- **Weekend work may be required**

### Required Experience

- Highschool diploma or equivalent required
- Housekeeping or Guest Services experience an asset
- Customer Service skills an asset

**To apply for this position, please send resume to Val Burton at [vburton@fairhavens.org](mailto:vburton@fairhavens.org)  
Or apply in person at Fair Havens Ministries, located at B2215 Hwy 48 East, Beaverton, ON**