

# PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA INC.

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**TITLE OF POSITION:** Assistant Housekeeper

**POSITION DESCRIPTION:** The Assistant Housekeeper shall assist the Housekeeper in providing housekeeping services in connection with the general clean-up and preparation for group uses of the Cedarkirk buildings.

**ACCOUNTABILITY:** To the Facilities Director in conjunction with the Executive Director. Will serve under the supervision of the Facilities Director and under the Executive Director or Assistant Director in the absence of the Facilities Director.

**SPECIFIC RESPONSIBILITIES:**

The following duties are to be performed in conjunction and cooperation with the Housekeeper:

- To be responsible for the general cleanup of sleeping rooms and meeting rooms including sweeping, vacuuming, dusting, cleaning sinks, etc.
- To be responsible for the cleanliness of all floors in the buildings with the cooperation with other maintenance staff.
- To be responsible for the clean up and cleanliness of all bathrooms.
- To be responsible for the cleanliness of all windows, window sills, and window treatments as scheduled by the Facilities Director and in cooperation with other maintenance staff.
- To work as needed in other areas such as watering shrubbery, flowers, and the like on the outside of the buildings.
- Other duties as assigned by the Facilities Director.

**HOURS:** The Assistant Housekeeper position is a part-time, hourly position. Scheduled hours will typically span Friday through Monday with occasional schedule flexibility required in order to accomplish the above responsibilities as coordinated with the Facilities Director.

**EVALUATION:** The Assistant Housekeeper will be evaluated annually by the Facilities Director.