

Job Description

Job Title: Laundry/Housekeeping Coordinator
Part Time

SUMMARY: The Laundry/Housekeeping Coordinator is responsible for laundering resident's clothing and bed linens, storing off-season resident's clothing, and washing household cleaning cloths according to a schedule agreed upon by the Residential Supervisor and the Food Service Manager. The Laundry/Housekeeping Coordinator is also responsible for cleaning and stocking all bathrooms in the Administration and Business Office buildings. In addition, this role is responsible for providing coverage in the Food Service Department when they are short-staffed.

JOB QUALIFICATIONS:

- 1) Must be 21 years of age or older and have a high school diploma.
- 2) Demonstrate abilities conducive to effectively communicating and working with Residential Staff.
- 3) Launder residents clothing and line, as well as other laundry needed for the cottages.
- 4) Mend and/or perform minor clothing repairs for the residents.
- 5) Launder dish towels and other linen used in the Food Service Department according to their guidelines.
- 6) Be able to backfill for kitchen staff when they need extra help or to cover employee sick/vacation time.
- 7) Maintain a high degree of honesty, determination and ability to work alone and stay on task.
- 8) Distribute cleaning and paper supplies weekly to the cottages as needed. Cottage leads will provide a list of supplies and document what supplies go out to each cottage.
- 9) Must accept and affirm a Judeo-Christian worldview in both personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
- 10) Must pass a detailed background investigation that includes:
 - a) Pass a health screening which may include drug testing.
 - b) Verification of business and personal references.
 - c) Verification of driver's license and possess a good driving record.
 - d) Police/FBI/Child Protective Services background investigations.

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From the Desk of Margaret Lamar/Human Resource Generalist