

TITLE: Hospitality Technician, Camp Ondessonk, Catholic Diocese of Belleville, IL

IDENTIFYING INFORMATION

Status: Part time

Site: Camp Ondessonk, Ozark, IL

Reports to: Hospitality Coordinator, Camp Ondessonk

COMPENSATION: Hourly (\$15.00 - \$16.50); Opportunity for performance-based increase

Qualifications

- Proven experience as a cleaner or housekeeper
- Guest oriented and friendly
- Experience using computers/ technology (digital tasks lists, google calendar, inventory sheets, etc.)

MAJOR RESPONSIBILITIES AND ACTIVITIES

- Performing a variety of cleaning activities such as sweeping, mopping, scrubbing, dusting, vacuuming, laundry, and disinfecting.
- Ensuring that the Fournie Lodge, St. Noel hotel rooms, guest common spaces, office common spaces, kitchen, bathrooms, surrounding outdoor area, stairwells and housekeeping are kept in clean and sanitary condition.
- Assist in maintaining cleanliness of large group spaces around Camp Ondessonk
- Assist in basic hospitality logistical tasks before and during a guest's stay.
- Navigate web-based calendar to ensure rooms are prepared for guest arrival.
- Deliberate, well planned development, and improvement of Ondessonk's cleanliness efforts.
- Providing courteous and otherwise excellent service to guests, volunteers and staff staying and/or working in St. Noel and the Fournie Lodge.
- Controlling access to the Fournie Lodge and all St. Noel rooms, common spaces, offices, kitchen, and housekeeping.
- Inventory and management of cleaning and beverage products purchased for St. Noel and the Fournie Lodge.
- Perform light maintenance as needed and in collaboration with the Camp Director of Maintenance
- Other duties as assigned.

Interested candidates are invited to email a cover letter, resume, and list of professional references to nolan.hurst@ondessonk.com