



Lutheridge Housekeeping Supervisor NovusWay Ministries Job Description

MISSION: Providing places set apart to inspire and empower all in Christ's love.

VISION: That all who come experience God's love in community and creation, then go to love and serve.

Strategic plan 2020

NovusWay Ministries (NovusWay, Inc.) is a progressive, growing outdoor ministry of the Evangelical Lutheran Church in America located across the southeastern United States that includes the camps and conferencing centers of Lutheridge, Lutherock, Luther Springs and Lutheranch. Lutheridge Camp and Conference Center is located in Arden, North Carolina with close proximity to the Blue Ridge Parkway, Pisgah National Forest, the Asheville airport and is approximately 10 miles from downtown Asheville.

Employees shall manifest a spirit of Christian hospitality and Service in dealing graciously with guests and all other people and have a strong sense of commitment to teamwork with other employees.

Qualifications

The Lutheridge Housekeeping Supervisor shall be a person committed to Jesus Christ and the church and dedicated to working in a church related organization. She/he shall have knowledge, skills, and experience in housekeeping. She/he shall also have experience in all aspects of the custodial field including proper building cleanup and maintaining OSHA standards, ACA (*American Camping Association*) standards, and implementing all required employee health and safety standards. She/he shall be responsible for scheduling housekeeping staff to maximize staff production and keep the housekeeping department with budget.

Duties and Responsibilities

The Housekeeping Supervisor shall be accountable to Lutheridge Operations Director. She/he shall be responsible for the housekeeping management of Lutheridge.

Specific Responsibilities

The Housekeeping Supervisor is expected to perform the following functions and tasks:

- Oversee and supervise effective housekeeping cleanliness of all Lutheridge buildings.
- Hire and terminate housekeeping staff as necessary to maintain a productive work environment.
- Ensure that all regulatory (OSHA, ACA, state, county, etc.) standards are followed as handed down by maintenance and other management.
- Serve as contact person for all housekeeping supply vendors.
- Perform other duties relating to housekeeping and, with growth, to the future needs of NovusWay Ministries Inc.

The Housekeeping Supervisor is not responsible for performing services for the property owners in the residential section of Lutheridge.

Supervision and Teamwork

The Housekeeping Supervisor is expected to exhibit strong leadership and teambuilding skills and to promote the relationship of trust, cooperation, collaboration, and staff support of the housekeeping department and in relationship with the operations staff. The Housekeeping Supervisor shall participate in planning ministry objectives and implementation of plans for Lutheridge.

Continuing Education

The Housekeeping Supervisor is encouraged to improve her/his skills through participation in annual continuing education, with costs covered and time provided by Lutheridge, and NovusWay Ministries as specified in the personnel policies and annual operating procedures. All housekeeping staff shall be encouraged to attend continuing education classes.

Compensation

The position of Housekeeping Supervisor shall be a Full-time salaried position, classified as Category 5(A). Compensation and benefits shall be according to NovusWay Ministries Inc. personnel policies and as summarized in the personnel file of the Housekeeping Supervisor.

Performance Review

The Housekeeping Supervisor shall participate in an annual performance review conducted by the Lutheridge Operations Director as outlined in the personnel policies.