

**JOB DESCRIPTION
GUEST FACILITIES COORDINATOR**

INTRODUCTION

Each person who works at Rowe helps to create the “Rowe experience” for our guests. We work as a team to create the magic that is Rowe and each staff person holds a specific piece of that energy. The role of the Guest Facilities Coordinator is to create beauty. The atmosphere and environment provide an energy field that supports the work that is done in our programs. The vision is to create a warm and cozy space that feels like home, a space that is clean, attractive, and comfortable and reflective of who we are and what we value: a space that nurtures the soul and radiates beauty.

SUMMARY

The Guest Facilities Coordinator at *Rowe Camp & Conference Center* is responsible for the cleaning and maintenance of all guest rooms, conference rooms, laundry and storage rooms, and common areas such as hallways and stairways, and is responsible for training and supervising work-study interns assigned to do these tasks. He/she is also responsible for the care of all gardens, all camp clean-up, and changeovers during the camp season and is the camp liaison for summer camps. It is the responsibility of the Guest Facilities Coordinator to keep the facility safe, attractive, clean, and in good condition and to ensure that all space is ready before guests arrive for a program.

CONFERENCE CENTER HOUSEKEEPING

The Guest Facilities Coordinator is responsible to ensure that all housekeeping is completed and all conference space is prepared by noon of the first day of a program. A hotel quality level of cleanliness and orderliness will be maintained at all times. When available, there may be up to 2 work-study interns or barter volunteers assigned to housekeeping. At times, the Guest Facilities Coordinator may be the one responsible for carrying out these tasks.

GROUNDS

The Guest Facilities Coordinator is responsible to ensure that the grounds are clean and safe, gardens are tended and cared for, and along with the maintenance person is responsible for snow removal and sanding operations with the help of work-study interns and the facilities staff.

SUPERVISORY RESPONSIBILITIES

The GFC will train and supervise work and schedule of work-study interns, barter volunteers, work week volunteers assigned to housekeeping

CAMP SEASON

CAMP HOUSEKEEPING

The Guest Facilities Coordinator is responsible to ensure that all housekeeping is completed and all space used for pre-camp is prepared by noon of the first day of pre-camp and the campus is ready by noon of the first day of a camp program. A camp quality level of cleanliness and orderliness will be

maintained at all times. When available there may be barter volunteers assigned to housekeeping. At times the Guest Facilities Coordinator may be responsible for carrying out these tasks him/herself.

At each camp changeover the facility must be cleaned and prepared for the new camp coming in. The exiting camp is responsible for an all camp clean-up before leaving camp. A changeover team made up of the Guest Facilities Coordinator, the Facilities Manager, Head of Maintenance, all summer work-study interns, summer housekeepers, and assistant maintenance person and barter volunteers will complete the changeover clean-up. The Guest Facilities Coordinator in partnership with the Facilities Manager will lead this effort.

CAMP LIAISON

The GFC is responsible for the coordination of tasks related to the operation of the summer camp, starting with preparation for camp licensing and including providing non-program related logistical support to the camp directors.

YEAR ROUND

SUPPLIES AND SERVICES

The guest facilities coordinator is responsible for the inventory and purchase of housekeeping supplies, furnishings and equipment used.

COMMUNITY ASSIGNMENTS

- A. Attend weekly staff meetings, non-business meetings, core staff meetings and community councils.
- B. Cook community meal every other week and participate in KP rotation
- D. Participate in flyer parties, kitchen move, and other community work and play projects

QUALIFICATIONS AND EXPERIENCE

Skills required: This position calls for a self-starter with some cleaning/janitorial, gardening, interior painting, and light maintenance skills. This person should be well organized, have the ability to work well with others, good supervisory skills, and be in good physical condition.

Vacation Restrictions: The Guest Facilities Coordinator may not take more than 2 weeks vacation during the summer. Summer vacation should be scheduled during 3-week camp sessions and should not be during camp changeovers. The Guest Facilities Coordinator shall coordinate vacations and days off with the Director and the Head of Maintenance, so that none of them are off at the same time.