



## **Housekeeper & General Support Staff (Texas Ranch & Studio)**

### **Position Overview**

We are seeking a reliable, detail-oriented, and versatile individual to serve as a daily housekeeper and support staff member for His Glory Ranch and Studio. This position requires someone who is comfortable wearing many hats—maintaining cleanliness and organization, preparing simple daily meals, assisting with errands, and lending a hand with general upkeep of the property. The ideal candidate will be a Jack/Jill-of-all-trades who enjoys a variety of tasks and brings a positive, can-do attitude.

### **Key Responsibilities**

- **Housekeeping**
  - Maintain a clean, organized, and welcoming environment in the ranch and studio areas.
  - Perform daily cleaning duties including sweeping, mopping, dusting, laundry, and dishes.
  - Keep guest and staff areas neat and ready for use.
- **Basic Cooking**
  - Prepare simple, wholesome meals (no professional chef experience required).
  - Assist with meal prep, kitchen organization, and ensuring food areas are tidy.
- **General Support & Errands**
  - Run local errands such as grocery shopping, supply pickups, or mail runs.
  - Assist with light gardening, basic outdoor upkeep, and occasional seasonal tasks.
  - Provide flexible support to the ranch/studio team as needs arise.
  - Assist with maintaining ranch house and studio inventories (supplies, household items, food stock, etc.).
  - Help with seasonal décor and creating a warm, welcoming atmosphere.

### **Qualifications**

- Prior housekeeping or general household support experience preferred.
- Comfortable with basic cooking and meal preparation.
- Ability to multitask and manage a variety of daily responsibilities.
- Reliable transportation and valid driver's license for errands.
- Strong work ethic, flexibility, and attention to detail.
- Friendly, respectful, and able to work well around staff and guests.

### **Work Schedule & Compensation**

- Full-time, daily role (specific schedule to be determined).
- Compensation based on experience and responsibilities.