

Camp Cole Job Description

Position: **Camp Facilities Housekeeper**

Reports to: Executive Director and Director of Development

Position Purpose:

To oversee and attend to the cleaning of Camp Cole's campus with integrity and attention to detail. The goal is to create and maintain a clean, orderly, and safe environment for campers and guests.

Essential Job Functions:

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- Ensure all rooms are cared for and inspected according to standards, a checklist will be provided for each room on campus
- Protect equipment and make sure there are no inadequacies
- Notify Maintenance on any damages, deficits and disturbances
- Deal with reasonable requests with professionalism and patience
- Check stocking levels of all consumables and replace when appropriate
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices
- Clean, disinfect and store all equipment at the end of the camp
- Maintain a positive relationship with employees and guests
- Monitor and report on the inventory of cleaning supplies
- Respond to calls for housekeeping problems, such as spills and trash needed to be cleaned or emptied
- Assist with laundry management, including washing, drying and sorting linen
- Report, turn in and log all lost and found items
- Clean upholstered furniture
- Perform detailed deep cleans when required

Other Job Duties:

- Attend staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Work schedule includes weekdays, weekends and occasionally holidays depending on the Camp or Work Events we have scheduled. Flexibility with hours recommended

Equipment Used:

Specific equipment and facilities relative to cleaning.

Preferred Qualifications: (Qualifications and Experience)

- Previous work experience in a somewhat related field would be ideal.
- 18 years or older

Knowledge, Skills, and Abilities:

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- Excellent working knowledge of cleaning appliances and their operations and proper use of cleaning agents
- Ability to work with little supervision and maintain a high level of performance
- Knowledge of English language
- Customer-oriented and friendly

Physical Aspects of the Position:

- Physical ability to move and use cleaning products/equipment (up to 30 lbs)
- Physical ability to move around Camp Cole's vast campus and buildings

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires normal range of hearing and eyesight to facilitate cleaning.

Position Specifications:

- Full Time Salary Position (40 hours a week)
 - No overtime pay
 - Flexible schedule
- Vacation: Employee shall be entitled to take 15 days of vacation time per year
- Pre-employment background check
- Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
- Holidays: Employees shall be entitled to the following paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Should any of the holidays enumerated above fall on a Saturday or Sunday, Employee shall be entitled to a Friday or Monday holiday in lieu of the weekend date.
- Great Working Environment with flexibility that accounts for hours worked outside a typical 40-hour work week