

Description:

Responsible for cleaning & maintaining in good order all rooms and areas used by guests and staff. This position is also responsible for laundry operation. This is a part-time position typically around 20 hours a week, but there are seasonally busier and slower times.

Accountability:

Responsible to Guest Services Manager

Requirements:

- Able to lift up to 30 lbs
- Standing for long periods of time.
- Pleasant Disposition
- Age minimum of 20 years old.
- Agree to uphold the Camp's statement of faith

Duties and Tasks

1. Abide by all responsibilities as outlined in the Job Description.
2. Ensure that rooms are clean, beds made, sweeping & mopping is done, also vacuuming, dusting, emptying trash, and washing windows in all areas assigned.
3. Major areas of responsibility would include: cabins, Auditorium, Landis Hall and bathrooms, areas immediately outside entry to rooms & buildings, meeting rooms, indoor recreation areas, offices, bathhouses, and storage rooms.
4. Supervise laundry operation.
5. See that cleaning equipment is maintained in good working order and make recommendations for replacement when appropriate.
6. Report needs for improvements to supervisor and Facilities Director. (Painting, furnishing, etc.)
7. Maintain system and records for lost and found items.
8. Report needs for repairs to Maintenance Team.
9. Report to office when areas are ready for occupancy.
10. Maintain high standards of cleanliness in all areas of responsibility.
11. Any other duties as assigned by Supervisor.

Other Work:

The Housekeeping Manager works very closely with Guest Services and the Facilities Director assisting where necessary and appropriate. There may also be occasions when it will be necessary to assist in other areas of the camp operation.

Compensation:

\$12.00 an hour.

Contact to apply:

If you are interested please email your information to [general.menolan@gmail.com](mailto:general.menolan@gmail.com) or call the office at (215) 679-5144 ext 320