

# JOB DESCRIPTION

**Position Title and Age Requirement:** Housekeeper, 18 years old by June 1, 2020

**Job's Time Frame:** June 17-August 22, 2020

**Compensation:** \$150 flat rate for Staff Orientation and Training Week; \$200 per camp session; room and board provided as part of the compensation

**Reports To:** Program Director

**Key Work Relationships:** Day Camp Manager, Resident Camp Manager

## Position Summary

The Housekeeper is responsible for keeping Camp Men-O-Lan clean and attractive to campers, families, and staff. They perform daily light cleaning duties and weekly heavy duty cleaning.

## Key Job Functions

The following areas at Camp need to be cleaned regularly:

- Deep clean all bathrooms weekly
- Replenish supplies in bathrooms regularly (soap, toilet paper, paper towels)
- Clean Auditorium weekly
- Light clean bathrooms daily
- Clean Landis kitchen weekly
- Clean Landis lobby weekly
- Clean Landis gym weekly
- Clean Pool bath house weekly
- Take out trash and clean staff lounges as needed
- Help clean cabins and dorms at the end of Resident Camp and Day Camp
- Do laundry in case of camper accidents, for camper lost and found, and all the bed sheets at the end of the camp season
- Learn and follow emergency protocol as needed and consistently uphold high safety standards
- Other tasks that contribute to the smooth running of the ministry and a great camper experience

## Experience and Qualities

- Committed follower of Jesus Christ
- Responsible and reliable, demonstrates high level of integrity
- Takes initiative and flexible
- Able to work independently
- Creative and innovative
- Great organizational skills
- Kind and respectful, with good communication skills

## Working Conditions and Physical Requirements

- Have to be able to lift up to 50 lbs, stand and walk for extended periods of time, and work in a hot environment
- Must be able to work with various cleaning supplies (may wear protective gear)
- Must be able to maintain emotional stability while completing tasks, sometimes with little sleep and under stress
- Ability to stay energized from early morning till evening maintaining a positive attitude

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements. All indicated qualifications, duties and requirements are essential job functions for purposes of the Americans with Disabilities Act (ADA).*