

**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 related to camp cleanliness.

**Accountability:**

Responsible to Guest Services Manager

**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, Landis Hall and bathrooms, areas immediately outside entry to rooms & buildings, meeting rooms, indoor recreation areas, offices, bathhouses, and storage rooms.
4. Wash and dry the laundry as needed at camp.
5. See that cleaning equipment is maintained in good working order and make recommendations for replacement when appropriate.
6. Report need for repairs to Maintenance Team.
7. Report to office when areas are ready for occupancy.
8. Maintain high standards of cleanliness in all areas of responsibility.
9. Any other duties as assigned by Supervisor.

**Other Work:**

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

*Revised 4/21/16*