



Housekeeping JOB OVERVIEW

Housekeeping staff are responsible for cleaning, stocking supplies and laundry. There is a significant amount of physical labor involved in this job.

MINIMUM QUALIFICATIONS

- minimum age of 18 years
- previous experience in professional cleaning
- previous experience in laundry
- self starter with the ability to work independently
- ability to accept supervision and work well with others

ESSENTIAL FUNCTIONS

- physical ability to lift, load, unload, clean, stock, move, etc.
- ability to use tools and cleaning products safely and in a judicious manner
- ability to recognize and maintain grounds and facilities to reduce the risk of danger or injury to campers and staff

GENERAL RESPONSIBILITIES

- cleanliness and general overall appearance of camp grounds and facilities
- clean facilities; fieldhouse, laundry area, staff cabin, bathrooms, and boathouse bathrooms, office and its bathrooms, staff housing, health center and its bathrooms, and dining hall and its bathrooms and meeting rooms
- wipe down garbage can lids
- collect, wash, fold and store "lost & found" items
- pick up litter daily around camp grounds
- conduct weekly inventory of cleaning products
- inform office when cleaning supplies are running low, order as necessary
- wash and dry towels as necessary
- restore supplies to cabins on a daily basis
- clean activity deck games and game area daily
- water hanging baskets during summer months
- water plants inside facilities as instructed
- alert site or grounds manager of potential facility hazards and / or safety concerns
- complete projects as assigned by camp director
- cleanup of housekeeping supply area daily
- maintain equipment; tools, cleaning supplies, etc.
- prepare and actively participate in staff training meetings and supervisory conferences

Keep in mind these are not the only jobs, duties & functions of this position. Some duties, jobs & functions may be added or reassigned as necessary. This position is dynamic.

HOURS

Housekeeping staff have one day off per week on either Friday from 12:00 noon to Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. There is a 12:00 am curfew with the exception to your day off.

GENERAL RULES

Housekeeping staff are responsible to the camp owners, camp directors, and site and grounds managers. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with their immediate staff members.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.