

HOUSEKEEPER

DESIRED QUALIFICATIONS

- Ability to get along with others and relate well to the public.
- Possess ability to learn assigned tasks.
- To tackle a dirty situation with courage and determination.

RESPONSIBLE TO THE FOOD SERVICE DIRECTOR AND ASSISTANT FOOD SERVICE DIRECTOR

CAMP GOALS

- To provide a clean and sanitary environment for our staff and campers.

GENERAL RESPONSIBILITY

- To maintain the cleanliness of all camp facilities in accordance with ACA and Health Department Standards.
- To assist in the kitchen and keep cafeteria clean

SPECIFIC RESPONSIBILITY

1. To clean all bathrooms daily and see that all areas are clean and well maintained.
2. Keep all paper and soap products stocked at all times.
3. Maintain a weekly inventory of paper and soap supplies.
4. To stock and organize all cleaning closets.
5. To report any and all damage or items for in need of maintenance to the Food Service Director.
6. To maintain availability by carry a radio when out of the kitchen.
7. To change bags and belts on the vacuum cleaners.
8. To sweep and mop the cafeteria daily.
9. To provide all tools and supplies needed for all camper capers and Sunday clean up.
10. To keep the cabin buckets stocked and ready.
11. To keep rags and mop heads clean.
12. To keep guestrooms clean and ready for arriving guests.
13. To keep Emergency Sleeping Bags clean and ready to go.
14. To keep all laundry areas clean and stocked.

ESSENTIAL FUNCTIONS

Must be able to clean thoroughly and responsibly all camp facilities, maintain housekeeping equipment and keep supplies in order and stocked in all areas.