

JOB DESCRIPTION: HOUSEKEEPER

The Housekeeper is accountable to the Camp Director and Dining Services Manager and will assume the following duties:

1. Clean the Camp Office each day. (Vacuuming, sweeping, dusting, cleaning bathroom, washing cups, emptying trash.)
2. Clean and sanitize the Health Center each morning. (Sweep, mop, change linens on beds, clean bathrooms, etc.)
3. Clean the following bathroom/shower rooms twice daily, morning and evening:
 - Boys' Shower House
 - Gymnasium Shower Rooms
 - Overlook Shower Rooms
 - Dining Hall restrooms
 - Senior Village 2 restrooms
4. Help the Laundry Support Staff to keep the Linen Service Room clean and neat.
5. Monitor the cleaning supplies and place orders for additional supplies, as needed.
6. Pick up recycling containers, according to schedule.
7. Clean the Program Rooms, Scott Hall and Staff Computer rooms daily.
8. Additional duties may be assigned, such as helping in shelves, washing windows, etc.

Responsibilities will take approximately eight hours each day, six days per week.

I understand and agree to assume the above responsibilities.

Employee

Date