

## WARNER MEMORIAL CAMP

**Position Description . . .** Housekeeper

**Responsible to . . . . .** Housekeeping Department

### **General Responsibilities:**

- Have a personal growing relationship with Jesus Christ
- Work in coordination with Guest Group Coordinator for cleaning needs
- Responsible for cleaning and maintaining buildings on campus
- Ensuring that every cleaning closet is fully stocked with supplies and ordering more when they are running low. This includes both cleaning supplies and bathroom supplies (toilet paper, soap, paper towels, trash bags, etc.). Always keep extra supplies on hand in each cleaning closet.
- Responsible for training summer staff (Counselors, SITs, etc.) how to clean the areas assigned to them and following up throughout the summer to ensure they are cleaning correctly
- Organizing and maintaining camper care items and lost and found items
- Be part of the Warner team. Be available for other tasks requested by supervisor

### **Specific Responsibilities:**

- Ensuring that each building requested to be used by a retreat group or for camp activities is cleaned and ready to be used before the guests arrive. Cleaning includes but is not limited to:
  - Disinfecting bathrooms (toilets, sinks, counters, mirrors, showers, etc.)
  - Vacuuming all carpeted areas
  - Sweeping and mopping all solid floor areas
  - Cleaning windows
  - Removing cobwebs
  - Collecting lost and found items (items held for 90 after last youth camp, before being donated)
  - Taking out trash
- Periodically checking bathrooms and living spaces for cleanliness during use; emptying and relining any trash cans, refilling paper towel and toilet paper dispensers, refilling soap dispensers, wiping down bathroom counters as needed, replacing dirty/wet bath mats in bathrooms as needed, and attending to any spills or messes that may be found.
  - May be called upon to unclog toilets, clean up overflowing toilets, or any other such need that the guests may have regarding the cleanliness of the facilities being used.
- After each retreat group use or camp event, clean all of the used buildings and return them to their original state before they were used (ex. Chairs stacked and put to the side in the Chapel/Warner Lodge, extra chairs/tables returned to their original locations, etc.).
- Before summer camp begins:
  - Prepare training sessions for Counselors and SIT training and make sure that all cleaning supplies to be used by each are on hand and labeled for their use.
- Laundry:
  - Wash lost and found clothing items before storing in dated boxes
  - Wash wet/soiled bedding from campers. Work with nurse/staff about privacy
  - Wash bath mats, rags, mops/dust mops, and items used by housekeeping for cleaning

- Reporting any broken items to maintenance to be fixed if unable to fix it yourself

### **Summary of Tasks throughout the Summer Programs**

#### **Perform combination of cleaning duties to maintain cleanliness**

- Clean buildings to specifications outlined for each individual building.
- Clean and sanitize showers daily.
- Remove trash and replace bags and feminine hygiene bags.
- Clean and sanitize toilets.
- Clean mirrors and sanitize sinks and counters.
- Wash and replace rugs for showers.
- Sweep and mop floors in bathrooms.
- Clean and sanitize drinking fountains.
- Vacuum carpeted areas.
- Check and replenish soap dispensers, toilet paper, and paper towels.
- Brush down cobwebs.
- Do laundry and return clean laundry to proper cabins/storage.
- Be available for camp activities and scheduled retreat activities.
- Oversee lost and found items.
- Maintain inventory of supplies, and order/purchase supplies as needed.
- Help in set up or tear down of rooms for various retreats, i.e. chairs and tables.

### **Parameters of the job description**

- Warner Camp seeks to define and outline the expectations of all those serving at Warner Camp. This Position Description comprises most of the duties expected of the person holding the position. However, duties could be added, removed, or alternated at a future date. Any significant changes will be discussed with the employee with sensitivity to all other tasks required to fulfill.
- Willingness to adhere to our staff values, and help our team improve through various means for the sake of growing this ministry.
- Warner Camp is an “At-Will” employer – Which is defined as, at the will of either the employee or the employer, termination can be made at any time. Common consideration on either part is expected. Under normal circumstances, typically a two-week notice.

### **Compensation Package**

- Pay (salary or hourly) based upon past experience
- If able to work only the summer months: 40 to 45 hours/week May to August
- If able to work year round: 20 to 24 hours/week September to April
- Other benefits depend on whether “onsite” housing is provided