

CAMP SWATARA

HOUSEKEEPING ASSISTANT - JOB DESCRIPTION

POSITION: Housekeeping Assistant

PURPOSE: To ensure that camp facilities are clean and ready to use.

GENERAL POSITION DESCRIPTION: This is a full-time position during our busier spring, summer, and fall seasons (approximately April 15-October 15) and is a part-time position with hours scheduled based on camp's needs during the rest of the year. From Memorial Day to Labor Day, Camp Swatara is primarily a summer camp for children and youth. From Labor Day to Memorial Day, Camp Swatara is primarily a retreat facility with frequent weekend use and occasional midweek groups, including school groups. The Family Camping Center with 140 sites for tent, cabin, and RV camping for individuals, families, groups, and churches is open from April 1 to November 1. The Housekeeping Assistant works to ensure that camp facilities are clean and ready to use. Benefits include a weekly or hourly salary, meals when served by camp during work hours, as well as room and board, if desired, during the summer camp season (Memorial Day to Labor Day).

RESPONSIBLE AND REPORTABLE TO: Housekeeping Supervisor

ACCOUNTABLE TO: Administrator, Other Staff, Board of Trustees, and Camp Guests

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the values of the Church of the Brethren.
2. Skills, training, and/or experience in housekeeping. Willingness to learn new skills.
3. Interest in serving in a Christian camp setting. Camp experience is preferred.
4. Personable style and skills in relating to staff, guests, and campers.
5. Acceptance of Housekeeping Assistant's Responsibilities and Camp Swatara's Personnel Policies.

RESPONSIBILITIES:

1. General
 - a. Recognize role and responsibilities as part of the overall mission and ministry of Camp Swatara, the Church of the Brethren, and the ongoing work of Jesus Christ.
 - b. Exhibit a spirit of cooperation, flexibility, and commitment to the team relationship with other camp staff.
 - c. Create and foster an atmosphere of friendliness and hospitality at camp to ensure an enjoyable experience for staff, campers, parents, and guests.
2. Cabins
 - a. Rental Groups: Clean cabins between groups including sanitizing mattresses, sweeping floors, mopping, as needed, and removing trash. Clean and sanitize west cabin bathrooms between groups and mid-stay as needed for extended groups.
 - b. Summer Camp: Clean and sanitize west cabin bathrooms daily. Check cabin cleaning by counselors between groups and report condition to Housekeeping Supervisor. Mop floors, as needed.
 - c. Dust, wash windows, and wash curtains, as needed.
3. East Staff House and West Retreat

- a. Rental Groups: Clean buildings between groups including sanitizing mattresses, sweeping floors, mopping, vacuuming, and removing trash. Clean and sanitize bathrooms between groups and mid-stay as needed for extended groups.
 - b. Summer Camp (East Staff House): Check building weekly to ensure cleanliness and report condition to Housekeeping Supervisor.
 - c. Dust, wash windows, and wash curtains, as needed.
4. North Lodge
 - a. Rental Groups: Clean rooms between groups including sweeping floors, mopping, vacuuming, changing linens, and removing trash. Clean and sanitize bathrooms between groups and hall bathrooms mid-stay for extended groups.
 - b. Summer Camp: Clean rooms between groups including sweeping floors, mopping, vacuuming, changing linens (if needed), and removing trash. Clean and sanitize bathrooms between groups and hall bathrooms mid-stay for extended groups.
 - c. Dust, wash windows, and wash curtains, as needed.
5. East and West Lodge
 - a. East Lodge: Clean and sanitize bathrooms daily when in use or between shorter groups.
 - b. West Lodge: Check and spot clean bathrooms daily when in use. Clean and sanitize bathrooms every other day or between shorter groups.
 - c. Meeting Rooms and Hallways: Sweep and mop floors between groups and mid-stay for extended groups.
 - d. Dining Halls: Check camper/group clean-up after meals. Wipe down tables, chairs, and highchairs, as needed. Sweep and mop approximately every other day.
 - e. Dust and wash windows, as needed.
6. Bathhouse(s) and Bathrooms
 - a. Clean and sanitize bathrooms including sinks, mirrors, counters, dispensers, toilets, showers, floors, and doors. Check and replace paper products so they are well-stocked.
 - b. Remove trash as needed.
7. Family Camp (spring and fall seasons)
 - a. Check or clean and sanitize bathrooms daily and shower rooms routinely, mostly in the afternoon, to ensure they are well-stocked and clean.
 - b. Remove trash daily.
 - c. Between guests, clean cabins and make them ready for the next guest including sweeping, removing trash, spraying mattresses, and dusting.
 - d. Wash windows, as needed.
8. Request housekeeping supplies and advice from the Housekeeping Supervisor.
9. Report maintenance concerns or equipment failures to the Housekeeping Supervisor.
10. Standards, Regulations, and Policies
 - a. Implement applicable American Camp Association accreditation standards.
 - b. Abide by all state and local health department regulations.
 - c. Follow and enforce all camp policies and procedures.
11. Participate in an end of season review and evaluation with the Housekeeping Supervisor.
12. Assist in other areas of camp operation that may arise for the ministry of Camp Swatara.