

Job description

Camp Boggy Creek

Job Title: Housekeeper

Job Summary:

Under the supervision of the Facilities Director assist in maintenance and upkeep of the camp grounds and buildings, adhering to defined cleaning and sanitation procedures and protocols and working in compliance with camp policies, standards, and regulations both internal and external.

Essential Duties & Responsibilities:

- Adhere to the established policies and procedures that ensure compliance with all American Camp Association accreditation standards, SeriousFun Children's Network criteria and all other state and industry standards
- Compliance with all health and safety procedures
- Perform general housekeeping tasks including but not limited to; trash removal, dusting, spot cleaning, furniture / upholstery cleaning, glass cleaning, damp wiping, disinfecting, deodorizing, cleaning ceiling fans, light fixtures and air conditioning vents
- Perform floor cleaning tasks including but not limited to dust mopping, scrubbing, vacuuming, carpet spot removal treatment, carpet cleaning, spray-buffing and resealing and refinishing floors
- Clean, disinfect and deodorize restrooms including but not limited to toilets, countertops, showers, tubs and floors. Replenish paper products and soap
- Move furniture and report needed repairs
- Perform laundry tasks, including but not limited to washing, drying and folding bed linens, bath towels and pool towels
- Respond to camp participant service requests or concerns in a supportive, professional and timely manner
- Maintain a working knowledge of housekeeping work methods, supplies and equipment, and implements same in a cost effective manner.
- Understand and actively participate in established Camp Boggy Creek policies, procedures, training and team activities.
- Perform other duties as assigned

Qualifications:

Education & Experience:

- High school diploma or GED preferred

- Two years of housekeeping / custodial experience in a multi-building environment preferred
- Strong working knowledge of contemporary housekeeping practices
- Excellent communication and problem solving skills
- Ability to work effectively with a wide variety of staff, volunteers and campers
- Demonstrated ability to be flexible and manage multiple tasks in a timely manner

Physical/Mental Requirements:

- This is a permanent full time position which requires the performance of strenuous physical activity including walking over rough or uneven surfaces, bending, stooping, working in confined spaces and the ability to lift or carry up to 50 lbs
- This position involves the use of strong chemicals
- Perceptual demands for discrimination of color, sound, odor, form, texture, and depth
- Work schedule includes weekdays and weekends/holidays as needed to support camp programs, events and other camp activities.
- This position will spend considerable time outdoors in hot, humid conditions and be exposed to environmental hazards including inclement weather, insects and natural Florida wildlife.

* Immunization are required for this position*

Job Types: Full-time, Temporary

COVID-19 considerations:

COVID-19 protocols and precautions in place, including masks, social distancing and daily health screenings are required.