



## Position Description

**Position Title:** Housekeeping

**Department/Branch:** Camp Collins

**Salary Grade:** C-8

**Closing Date:** January 23<sup>rd</sup>, 2009

**Supervisor:** Executive Director

**Hours:** Part-Time (30 hours per week)

**Salary:** \$8.40 - \$11.00 per hour

**Classification:** Non-Exempt

### Required Qualifications

- Mature, capable, completion-oriented person
- Ability to accept guidance and supervision from, and work with others
- Desire to work in a camp community
- Organized
- Honest
- Self-Motivated
- Ability to lift loads up to 50lbs.
- Ability to communicate in oral and written English
- Ability to climb ladders

### General Responsibility

Carry out the instructions given by the Facilities Manager/Executive Director for the housekeeping of facilities. Maintain a high level of cleanliness in all camp buildings including bathroom facilities. Contribute to the process of ordering supplies, stocking supplies and organization of housekeeping supply room.

### Specific responsibilities include

1. Regular cleaning of living cabins and meeting facilities (including Dining Hall)
2. Regular cleaning of restroom facilities
3. Maintaining a custodial supply inventory, assessing supply needs and reporting suggested supply purchases
4. Responsible for the organization, cleanliness and stocking of housekeeping supply room
5. Removal of graffiti
6. Identify areas in camp that need maintenance attention
7. Communicate with Facilities Manager/Executive Director to report work progress
8. Maintain a safe, clean, secure, and generally well-maintained and aesthetically pleasing camp
9. Other light maintenance/custodial work as assigned.

### Other General Information and Camp Policies

1. Hours will generally be 8am-3pm on assigned workdays with one hour off for lunch (hours will vary dependant on need).
2. This position could expect to work weekends as assigned (especially during the summer) and some evening shifts. (i.e. 12:30pm-9pm), but not to exceed 40 hrs/per week.
3. Meals are provided during the work shift when the kitchen is in operation, and occasionally at times when the kitchen is not in operation, as resources allow.

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**YMCA mission:** To put Christian principles into practice through programs that build healthy spirit, mind, and body for all through love, respect, honesty, responsibility and service.

The statements in this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. There will be other duties as assigned.