



BAY CLIFF HEALTH CAMP

Children's Summer Therapy Camp

Housekeeping Aide: Seasonal

RESPONSIBLE TO: **Facilities Director; Housekeeping Supervisor**

The Laundry/Linen/Housekeeping Aide is responsible for providing children's clothing and linens for all camp activities during summer camp. The Laundry-Linen building is a bustling hub of activity each day as campers routinely bring the laundry to be cleaned, and the counselors daily select the clothing for their campers.

Laundry/Linen/Housekeeping staff play a vital role in making this process work and in making sure that we, as a whole camp, always present ourselves in a clean, sanitary, and orderly manner.

MINIMUM QUALIFICATIONS:

Must be:

- at least 18 years of age.
- dependable and mature.
- positive, enthusiastic, and patient.
- able to work independently.
- able to work as a member of a team.
- an effective problem solver.
- adaptable and flexible.
- attentive to details.

PHYSICAL REQUIREMENTS:

Ability to:

- carry out all physical requirements for Bay Cliff Health Camp Safety Plan.
- move safely across uneven surfaces.
- sit/stand for long periods of time.
- transport light to moderate objects short distances.
- lift light objects from one level to another.
- make healthy decisions to promote physical and emotional stamina.

SPECIFIC LAUNDRY/LINEN RESPONSIBILITIES:

- Folding and sorting of clothing, linens and towels under the direction of the Supervisor.
- Stacking and storing clothes neatly on shelves as labeled.
- Keeping washers, dryers, floors, and building clean.
- Straightening items on laundry shelves and maintaining a neat, orderly look to Laundry.
- Managing the services of the Laundry when the Supervisor is on a day off.

BAY CLIFF HEALTH CAMP – HOSPITALITY AIDE: SEASONAL

SPECIFIC HOUSEKEEPING RESPONSIBILITIES:

- Delivering supplies to all units, departments, and living quarters as needed.
- Cleaning public bathrooms in various buildings on a daily basis.
- Cleaning bathroom & shower rooms in several staff housing units daily.
- General cleaning (sweeping, vacuuming, dusting, mopping) in commonly used camp buildings.
- Keeping guest rooms clean and ready for overnight accommodation.

OTHER RESPONSIBILITIES:

- Enjoy being with children, & enter enthusiastically into camp-life, activities, & routines.
- Take direction and respond cooperatively to instructions from the Laundry and Linen/Housekeeping Supervisor.
- Greet all (including visitors & guests) with a spirit of hospitality.
- Accept an assignment of Rest Counsel with the campers if requested.
- Clean & maintain their personal living quarters at the beginning, during, and at the end of camp.
- Carry out any other duties as may be assigned by Supervisor or Camp Director.