

# FACILITY AIDE

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**JOB TITLE:** Facility Aide

**RESPONSIBLE TO:** Program Operations Director  
Facilities Director

**DEPARTMENT:** Facilities

**CLASSIFICATION:** Non-exempt

**COMPENSATION/BENEFITS:** Seasonal Contract with Room and Board

**POSITION BRIEF:** The Facility Aide supports overall camp operations by assisting with event setups, housekeeping/ laundry services, basic maintenance and groundskeeping. This role ensures camp facilities are clean, safe, organized, and ready for daily activities and special events.

**QUALIFICATIONS:**

- **Education:** High School diploma (minimum 18 years of age); must have valid driver's license
- **Experience:** Previous experience in facilities, housekeeping, maintenance, or related field preferred

**ROLE AND RESPONSIBILITIES:**

- Demonstrate strict adherence to Bay Cliff safety procedures and practices
- Set up and break down events and program spaces (tables, chairs, equipment, supplies)
- Clean restrooms, office and common areas
- Operate laundry services including washing, drying, folding, organizing, and distributing linens and clothing
- Perform minor maintenance tasks such as basic repairs and reporting facility concerns
- Support landscaping and grounds upkeep including mowing, trimming, raking and seasonal cleanup
- Follow safety, sanitation, and camp operational standards at all times

**OTHER RESPONSIBILITIES:**

- Assist other departments as needed to support overall camp operations
- Other duties as assigned by the Program Director

**ESSENTIAL REQUIRMENTS:**

- **Interpersonal Skills:**
  - Demonstrate punctuality, dependability, and on-task behaviors
  - Effective, positive, team- member
  - Demonstrate the ability to consider/accept feedback from others
  - Ability to build strong relationships
  - Commitment to always be a positive role model and advocate for Bay Cliff
- **Cognitive Skills:**
  - Ability to organize and advance plan
  - Ability to adhere to safety practices
  - Ability to remain attentive to work surroundings

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- **Physical Requirements:**
  - Ability to move safely over uneven surfaces
  - Ability to stand and walk for extended periods of time
  - Ability to transport light to heavy objects short distances
  - Ability to lift or lower light to heavy objects from one level to another
  - Ability to climb a ladder
  - Ability to climb in and out of high-step vehicles