



CAMP KOREY JOB DESCRIPTION

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Job Title: HOUSEKEEPER
Department: FACILITIES

Position Summary:

This position is responsible to assist with housekeeping functions at Camp Korey, to ensure all camp lodging is clean and janitorial activities are maintained.

Reports to: Facilities Manager

Requirements:

- High School diploma or G.E.D.
- Prefer one to three years' experience in housekeeping
- Excellent organizational and prioritization skills
- Ability to work in a fast paced environment
- Good communications skills
- Ability to work with limited supervision
- Ability to get along with fellow employees, campers, and guests
- Ability to meet assigned deadlines
- Valid Driver's license and acceptable record
- Current vaccinations, including COVID

Accountability:

Individual is accountable for completion of all assigned tasks in a timely, high quality and efficient manner. Individual is accountable to maintain confidentiality of all conversations, materials, etc., in respect to the facility, staff and guests.

Knowledge of:

Housekeeping and janitorial activities, hospitality or food service industry helpful. Must have knowledge of scheduling, organizing, prioritizing a daily work schedule. Also must know how to cooperate and be responsible in a team-based environment.

Abilities:

To keep all guest accommodations and buildings maintained and cleaned in a high quality and efficient manner. This includes "deep cleaning", vacuuming, dusting, making beds, cleaning bathrooms, cleaning floors, emptying trash and doing laundry.

Responsibilities: (include, but are not limited to)

- Perform housekeeping duties in the camp program and outside events
- Laundry maintenance to include wash, dry and folding
- Perform maintenance duties
- Perform all cleaning of the camp lodging and general facilities
- Other duties as assigned by Camp Korey Management

Working Conditions: (percentages are approximations)

- 100% cleaning/housekeeping duties

Physical Demands

- Able to lift, carry, push and pull up to 50 lbs.
- Use hands to operate small controls
- Must be able to walk over uneven terrain