



JOB DESCRIPTION

Position: Housekeeper

Term: This is a year-round position offered on a contract basis.

Qualifications

1. Consistent attention to detail and follow-through on tasks.
2. Ability to proactively identify housekeeping needs
3. Candidates must successfully pass a criminal background and national sex offender checks.

Reports to: Camp Director

Manages: none

Location: Job takes place on the camp's facility in Hughesville, PA, year-round.

Job Duties

Housekeeping:

1. Clean office and guest rooms in Lodge, Nosoni, Kiya, Wanishi, Norman, and Bena (other cabins subject to cleaning as well) thoroughly including vacuuming, dusting, sweeping, and changing linens and towels.
2. Clean 4 bathrooms in Lodge, 3 in Nosoni, 2 in Kiya, 1 in Wanishi, 2 in Norman, and 2 in Bena, including toilets, showers/tubs, sinks, floors, cabinets, and mirrors.
3. Wash, dry, fold, and put away laundry.
4. Prepare large meeting spaces including vacuuming, sweeping, mopping, dusting, and straightening up.
5. Bring in and restock firewood by the fireplace in Lodge.
6. Clean the kitchen including incidental/minor dishwashing and washing countertops and stove/oven.
7. Clean out the refrigerator and freezer disposing of food left by guests.
8. Take trash and recycling from rental cabins to the designated shed(s) for disposal by the Facilities Manager.
9. On an as-needed basis, clean windows in above listed cabins.
10. Ensure heat is turned on (as needed) before a reservation arrival and is turned off promptly after the reservation concludes.
11. Restock toilet paper, paper towels, and soap in bathrooms (supplies to be provided by CLC)

12. Compile a list of housekeeping items and supplies for re-ordering/restocking and submit the list to the Camp Administrator for purchasing by Thursday of each week.
13. Work with the Camp Director on organizing daily tasks that support CLC's programming schedule
14. Assist in cleaning and preparing other on-site cabins on an as-needed basis
15. Clean and tidy the lower level of Alford Hall. This includes the Staff Lounge, office, closet, bathrooms, and boiler room.
16. Clean furniture in summer-camp and guest cabins such as couches in the office and in Dunwoody and Kiya; do this on an as-directed basis.
17. Other light-duty maintenance tasks will be coordinated with the Camp Director (example: affixing non-skid feet to the Dining Hall chairs).