

WHITE MEMORIAL CAMP

Job Description

Position: Head Housekeeper

Classification: (Part-time / Seasonal / non exempt)

Duration: Seasonal/Part Time. April - September and on-call in fall/winter.

Reports to: Camp Director

Salary: \$10.00 / hour

Position Description: This is a leadership position responsible for all of the buildings, guest accommodations, and dining hall as well as assisting in grounds keeping such as weeding, sweeping, and helping camp maintain a welcoming outdoor and indoor appearance. Aside from daily duties, this position also requires employee to supervise others on the housekeeping team including Housekeeping Crew members and volunteers. The housekeeping staff is also occasionally responsible for serving meals to the guests, washing dishes or assisting with food prep as needed. The assignment of all housekeeping and serving tasks covers a broad range of responsibilities and demands flexibility, an eye for detail and strong team-working skills.

Essential Job Functions:

1. Housekeeping of all WMC including guest rooms and cabins, Dining Hall, Office, Basement, Poolhouse, public restrooms, and staff housing.
2. Lead Housekeeping Crew through daily operations, assist with staff scheduling and assigning tasks to Housekeeping crew that follow Camp's Mission and goals set by the Director.
3. Laundry and maintenance (mending, spot removal, etc.).
4. Trash and recycling tasks.
5. Looks for and identifies housekeeping problems.
6. Works as fill-in for other kitchen and maintenance staff in case of illness or other emergencies
7. May assist in other staff duties including, but not limited to, evening dishwashing, housekeeping duties, dining room serving, and vehicle cleaning as scheduled.
8. Understands and supports the White Memorial Camp Mission.

Knowledge, Skills & Abilities

- A demonstrated attention to detail, thoroughness, and excellent team-working skills. An artistic eye and good design sense are valuable assets in this job.
- The position also requires good time management, attention to follow-through and job completion, solid written and verbal communication skills, and physical stamina. Sewing skills are a plus.

Relationships:

Housekeeping works with the food service manager, maintenance, grounds crew, and may be asked to oversee volunteer workers or interact with guests who need assistance, usually upon director's request. Constant communication with fellow staff.

Qualifications: (Minimum Qualifications and experience)

- A high school diploma or its equivalent or two years of experience in a facility and site housekeeping.
- Current certification in first aid and CPR is desirable.
- Valid and current driving license.

Knowledge, Skills, and Abilities:

- Ability to work on a team, relate and work well with others.
- Self starter and organizer.

- Ability to accept guidance, direction and supervision.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.

Physical Aspects of the Position:

- Someone in this position will be exposed to cleaning compounds (we strive to use as many environmentally friendly cleaning products as possible).
- On foot and vehicle travel between buildings.
- Physical demands include lots of walking both indoors and outdoors, climbing ladders to access storage areas, windows and ceilings, lifting/carrying awkward loads up to 50 pounds, and bending such as necessary to make a bed.
- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- Ability to walk, stand, bend and stretch
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Ability to safely drive cars, light trucks, utility vehicles
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).
- Operate with daily exposure to the sun and heat and other environmental conditions.

Seasonal Position

This position is paid hourly. This position is a seasonal position running from March through November. Employee may be “on-call” during the months of November through March. During the months of April through September this person should expect to work an average of 32 hours per week. The amount of work may vary as it’s dependant upon the scheduled seasonal events. The second half of October, month of March and part of April this person should expect to work an average of 20 hours or less per week.

Additional Benefits:

To encourage new business, WMC offers staff a 5% finders fee incentive when they get a new group to attend camp or utilizes the ropes course or facilities and drop the staffers name.

Staff are entitled to the Part Time Staff/Volunteer Scholarship discount which allows them to offer a discounted camp rate or cabin rental rate to a friend or family member.

Staff receive on-site meals and lodging if the event on-site is being cooked or catered to or requires an overnight stay to complete the Challenge Course.

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ACKNOWLEDGMENT OF POSITION

By signing below, I acknowledge that I have read and agree to accept this Job Position as written. I also accept that White Memorial Camp may alter job duties and other aspects of the position at any time as needed.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

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