**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. This is a part time position working around twenty hours per week during camp sessions

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

Accountability:

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| 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:

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| 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:

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| To keep all guest accommodations and buildings maintained and cleaned in a high quality and efficient manner. This includes “deep cleaning”, vacuuming, dusting, 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