



CAMP TECUMSEH JOB DESCRIPTION

Position Title	Department	Reports To
Housekeeping Staff	Housekeeping	Director of Housekeeping
Employment Status	FLSA Status	Revision Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	2/1/2023

POSITION SUMMARY

Cleaning and preparation of buildings to provide Camp users with clean facilities and supplies to make their stay at Camp a positive experience. This includes maintaining the cleanliness of our 50+ cabins, a conference center that holds 64 guests, 3 dining halls, multiple meeting rooms, camp offices, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Report and return any guest properties found in areas while rendering service
- Report cases of property damage in spaces to the supervisor
- Work with a team of housekeepers on each shift
- Clean, disinfect and store all equipment at the end of the shift
- Monitor and report on the inventory of cleaning supplies
- Respond to calls for housekeeping problems, such as spills and broken glass
- Collect and remove trash and debris
- Assist with laundry management, including washing, drying, ironing and sorting linen
- Report, turn in and log all lost and found items
- Perform detailed deep cleans when required
- Follow all rules and guidelines set forth in the Camp Tecumseh YMCA Staff Handbook

Cleaning/Maintenance and Upkeep

- Dining Halls
- Bathrooms
- Clean up and Set-Up of all meeting rooms
- Sweeping
- Cabin, meeting spaces, office building cleaning
- Window washing
- Dusting furniture and beautifying buildings and cabins and campgrounds
- Maintaining cleaning equipment
- Opening and closing cabins
- Laundry

Resource Management Skills

- Management of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

- Time Management - Managing one's own time and the time of others while working independently.

Other Skills

- Positive and energetic attitude
- Ability to read and write to follow safety protocols
- Ability to follow direction

Supervisory Responsibilities

Not applicable to this role

QUALIFICATIONS & SKILLS REQUIREMENTS

Required Education/License/Certification

- High School Diploma
- Must be able to pass routine and regular criminal background checks as a requirement of continued employment
- Must have a valid driver's license and the ability to meet the minimum requirements set by the company insurance carrier at all times.

Preferred Education: N/A

Required Experience: N/A

Preferred Experience

- Previous experience with general sanitation a plus
- General knowledge of housekeeping equipment and chemicals used for housekeeping

Requirements

- Must be at least 18 years of age.
- Must be able to work in a fast-paced environment, be highly motivated, and able to work on a team.
- This position does require an individual to work independently; ability to exercise judgment and make decisions without direct supervision at times is needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment

- Ability to work indoors/outdoors, in the rain, wind, and in hot or cold conditions. Employee may be exposed to wet and/or humid conditions
- Employee may be exposed to moving mechanical parts, fumes, airborne particles (mold), toxic or caustic chemicals, risk of electrical shock, and vibration
- The noise level in the work environment is usually moderate to occasionally loud.
- May be required to use personal protective equipment to prevent exposure to hazardous materials/chemicals (cleaning supplies such as toilet bowl cleaners, bleach, pine cleaners)

- This role uses standard office equipment such as computers, phones, AV systems, etc.
- Must be able to drive company provided vehicles
- Must be able to operate a golf cart, or LSV (low-speed vehicle) in accordance with safety laws around Camp Tecumseh property (or willing to be trained)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Must be able to lift, bend, twist, stoop, and have good hand dexterity
- Ability to push and pull loads
- Good physical health including ability to lift and carry objects up to 40 pounds in weight
- Must be able to stand for 8-10 hours per day
- May be required to work more than an eight-hour day and weekends
- Must be able to be in presence of cleaning chemicals and other hazards; individuals with respiratory problems should not apply
- While performing the duties of this job, the employee is regularly required to communicate and converse with employees, maintain a stationary position (standing and sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods of time. The worker may be required to operate in close quarters, crawl spaces, small rooms, and narrow aisles and passageways.

Hazards

The employee in this position may be exposed to certain hazards as part of the duties and responsibilities of the position such as cleaning chemicals, fumes, animals, insects, poisonous plants, construction, exposure to chemicals, heavy machinery and noisy environments, driving and working in adverse weather conditions, and the possibility of being a lone worker.

Required PPE

Camp Tecumseh will provide the required personal protective equipment (PPE) needed to mitigate or eliminate these hazards and all employees will be trained on the appropriate use of PPE.

- Safety glasses or goggles
- Nitrile gloves

Position Type

This is a full-time, year round position. Days and hours of work are generally Monday through Friday from 7:00 a.m. to 3:30 p.m. Evening, night, and weekend work may be required as duties demand. Hours will vary; Tuesday through Saturday required mid-May to mid-August.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment

contract, implied or otherwise, other than an “at-will” relationship. The job description is subject to change at any time.

By signing below, I am acknowledging that I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Received and accepted by Employee:

Signature: _____ Date: _____

Printed Name: _____

Camp Tecumseh is an Equal Opportunity Employer, Drug-Free Workplace and complies with ADA regulations as applicable.