

**GIRL SCOUTS HEART OF THE HUDSON, INC.**

<b>DEPARTMENT:</b> GIRL Experience and Outdoor Program	<b>CAMP TYPE:</b> Residential Camp
<b>SALARY:</b> \$2,525	<b>STATUS:</b> Seasonal, Full-Time
<b>REPORTS TO:</b> Assistant Camp Director	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> N/A	
<b>CAMP LOCATION:</b> Rock Hill Camp	

**POSITION SUMMARY:**

Housekeeping staff play a vital role in Rock Hill Camp day-to-day operations. Keeping our facilities clean, hygienic and looking tidy for our camp community and visitors. This vital behind-the-scenes role includes tasks such as cleaning bathrooms, cabins, health center, common spaces.

**KEY FUNCTIONS & RESPONSIBILITIES:**

- Maintain a clean and organized supply cart.
- Clean cabins and Tents in overnight summer camp.
- Clean & disinfect buildings including: sweeping, & mopping floors, wiping down mattresses, cleaning bathrooms, dusting window sills, emptying garbage, keeping vehicles clean.
- Ensure facility is clear of any cob webs, spider webs.
- Dust furniture and fixtures, woodwork, door panels and sills.
- Empty wastebaskets and place at door for Facilities staff to remove.
- Replenish supplies in all bathhouses, restrooms and Health Center i.e. toilet paper, paper towels etc.
- Inspect for maintenance needs and inform Camp Director of any maintenance needs.
- Bring items to Lost and Found.
- Maintain order and cleanliness of staff refrigerator.
- Check and record temperature of all refrigerators, notify Camp director of any deviation from required temperatures.
- This position description in no way states or implies that the responsibilities listed are the only duties to be performed by the person filling this position.
- The person in the position may be required to perform other duties as necessitated by the situation or requested by his/her supervisor.

**QUALIFICATIONS:**

- A valid driver's license and clean driving record
- Excellent work habits including: punctuality, efficient use of time, prioritizing tasks, attention to detail
- Ability to manage uneven terrain.
- Ability to stand on feet for extended periods.

- Ability to lift and carry push and move objects up to 25 pounds.
- Ability to work in a camp environment in conditions that will create dirt and dust.
- Successful completion of background check and National Sex Offender Registry clearance.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Girl Scouts Heart of the Hudson, Inc. is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.*