

# Job Descriptions

## HOUSEKEEPING/LAUNDRESS

**Immediate Supervisor: Associate Camp Director**



1. Clean staff lounges and rest rooms in lounges.
2. Assist in cleaning of staff lodge rooms.
3. Assist as needed with cleaning of nurses station.
4. Clean Laundry rooms and areas.
5. Empty trash, vacuum and clean program office area and office restrooms.
6. Assist with other housekeeping duties as assigned.
7. Wash camper's soiled laundry and return to counselor.
8. Wash all linens from dining room after every meal and ensure linen is restocked.
9. Assist in securing linens for campers without proper linen.
10. Hand out cleaning supplies from main laundry room after breakfast or as directed by supervisor.
11. Be available to sit at camper tables during meals and serve as table monitor as needed.
12. Keep personal living quarters neat, clean and ready for inspection.
13. Be available to assist in any way needed as directed by supervisor or Camp Directors.

