

July 2021

POSITION DECLARATION
PART I

TITLE: Facility/Housekeeper at Camp Alexander Mack, Inc.

FUNCTION:

Prepare buildings and grounds for groups and maintain cleanliness while groups are at the camp, supervising general workers in this area. To help in other areas as a facility worker.

LINE OF AUTHORITY:

Directly responsible to the Facility Manager.

REPORTABILITY:

Meet daily with the Facility Manager regarding job objectives, cleaning schedules, assignments, etc. Meet annually with the Facility Director for employment review and evaluation to review position declaration, standard of performance, and work review.

ACCOUNTABILITY:

The person shall be accountable for working as a team member with other staff, upholding camp policy, and extending courtesies and services to the guests and other persons on the grounds. Counseling statements will be filled out and turned into the Executive Director according to standard policy.

ESSENTIAL FUNCTIONS

1. The ability to lift 50 lbs. and to carry it for up to 100 feet.
2. The ability to operate a broom and dustpan and a vacuum cleaner.
3. The ability to use a variety of chemicals following manufacturer guidelines.
4. The ability to complete an assigned task independently.
5. The ability to walk between buildings as directed.

QUALIFICATIONS:

1. Respect for Camp Mack and be willing to help in the fulfilling of our Mission Statement.
2. Commitment to Christ and the ability to live as a Christian in daily contact with others, demonstrating high moral and ethical behavior.
3. At least twenty-one years old with documented supervisory experience.
4. Able to train, work with, and supervise staff in area of building preparation and cleanup.
5. Flexibility and willingness to learn new skills.
6. Desire to work as part of a team.

PART II

I. Person has responsibility to participate in staff meetings.

STANDARD OF PERFORMANCE:

1. Meet daily with and receive job assignments from the Facility Director.
2. Receive updates on groups and related assignments.

II. Person is responsible to prepare buildings for groups prior to their arrival with those assisting properly instructed and supervised.

STANDARD OF PERFORMANCE:

1. Rooms are clean with no trash lying around, waste baskets empty, furniture dusted and arranged appropriately.
2. Bathrooms sanitized with clean mirrors, clean showers, extra tissue on the back of commode and in cleaning closet.
3. Firewood box is full of appropriate wood, paper and kindling. Matches are on the mantel.
4. Cleaning closet is supplied, and proper cleaning instructions are posted for the group.
5. Athletic equipment, games, ping pong, etc. are in their proper place with a list posted and checked.
6. Building is at proper temperature with light on and door unlocked for the arrival of the group.
7. Request needed supplies in time to order them from the vendor.
8. Special requests by the group for equipment, snacks, etc. have been met.
9. Building is checked after completion of work to make sure the lights are working, hot water is working, and the appearance of the building communicates holy hospitality.
10. Needed supplies are requested.
11. Cleaning schedules are followed and checked when completed.
12. Report damages or abuses to the facility.
13. Lost and found items are properly handled.
14. Needed repairs are reported.
15. Process laundry as needed.

III. Person has responsibility, when assigned, to have grounds prepared and maintained, with those assisting properly instructed and supervised.

STANDARD OF PERFORMANCE:

1. Name tags cut and drilled well ahead of summer camps.
2. The drive and walks are kept free of snow and ice.
3. Picnic tables, benches, etc. are arranged according to need.
4. Registration table is ready.
5. Signs are up, and appropriate security lights are on before the group begins to arrive.
6. Iron kettles are clean and turned upside down at the fire circles.
7. Grass is kept mowed/trimmed and bushes are trimmed with the least amount of disturbance to the group and their program.
8. Trash on grounds picked up and the trash barrels emptied as needed.
9. Outdoor sports areas are maintained.
10. Main areas are kept free of poison ivy.

IV. Person has responsibility to help maintain and implement the maintenance plan for Camp Mack.

STANDARD OF PERFORMANCE:

1. Overall plan is understood and followed.
2. Equipment serviced and maintained in good repair and is safe.
3. Records kept of all repairs and services.

4. Camp is prepared for the winter – lines are drained, equipment stored, etc.
5. Camp is prepared for the summer – piers out, water on, etc.
6. Shop is orderly and tools are properly stored.

V. Person has responsibility to have cleaning standards met, during the time a group is at the camp, with those assisting properly instructed and supervised.

STANDARD OF PERFORMANCE:

1. Restrooms are cleaned and checked for supplies daily or as needed.
2. Buildings checked and needed cleaning done with the least amount of disturbance to the group and their program.

VI. Person has responsibility to grow professionally.

STANDARD OF PERFORMANCE:

1. Participate in workshops and seminars which strengthen your skills for performing your duties at Camp Mack, with the Executive Director approving such events and the camp providing professional growth allowance as the budget allows and the Executive Director deems appropriate.

VII. Person has responsibility to assist with all other tasks as assigned.