girl scouts
heart of new jersey

Job Description

JOB TITLE: Housekeeping	FLSA:
DEPARTMENT: GSHNJ Camp	SALARY RANGE: Sleepaway Camp - $250- $450 per week housing provided
REPORTS TO: Ranger, Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

JOB SUMMARY:
The Housekeeping role is to, in collaboration maintain and improve the camp site and facilities by assisting with general cleaning, garbage collection and maintaining the health and safety of the camp.

MAJOR ACCOUNTABILITIES:

- Assist with duties as assigned by the Ranger/Camp Director.
- Clean cabins including bathrooms, kitchens, and program areas. Duties include sweeping and mopping floors and porches, cleaning sinks, showers, toilets, countertops, and tables.
- Maintains shared areas in a clean and healthy way – this includes Townley Hall, Sky Top, the Health Center, etc.
- Assists with the laundry for the health center.
- Provides additional support in the kitchen for dish washing as needed.
- Daily trash collection from all cabins and program areas.
- Maintains the dining hall in a clean and healthy way, including but not limited to sweeping, mopping, cleaning trash cans, wiping down tables, etc.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Reports any hazards or broken equipment to the Ranger/Camp Director.
- Attends staff training and meetings as needed.
- Assists with the opening and closing of the camp.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

JOB QUALIFICATIONS:

- Must be at least 18 years of age.
- Ability to work outside for an extended period of time.
- Ability to work on your own without supervision.
- Be able to work nights and weekends on a flexible schedule.
- Ability and willingness to work in outdoor setting during summer months.