



JOB DESCRIPTION: Housekeeping/Laundry Staff

Camp Vacamas

Supervised by Summer Operations Manager

Summary

Under the direct supervision of the Summer Operations Manager, maintain clean camp facilities, laundry, and linens. Staff are expected to be flexible, consistent, follow directions, and take initiative in helping colleagues and campers.

Areas of Responsibility

- Participate in camp orientation to fully understand the mission of the organization and program schedule.
- Maintaining and managing inventory of all cleaning and laundry supplies.
- Planning and maintaining the cleanliness of all areas assigned. This includes sweeping, mopping, emptying wastebaskets, dusting, cleaning surfaces, etc.
- Responsible for daily cleaning and disinfecting of ALL camp bathrooms which included toilets, showers, floors, sinks, mirrors, etc.
- Replenish soap, paper towels and toilet paper in all camp bathrooms daily.
- Wash and sort camper and staff laundry as determined by the schedule.
- Ensure all emergency laundry is completed in a timely manner and returned to the proper locations as assigned.
- Assist drivers in the drop-off and pick up of all laundry.
- Complete a full cleaning of all camp linens (blankets, sheets, pillowcases, towels) before each session begins.
- Responsible for the cleanliness of laundry room.
- Other duties as assigned by supervisor and assist other departments as needed.

Skills & Requirements

- Able to carry and transport bags of laundry, cleaning materials, and equipment.
- Mindful of details and schedules.
- Willingness to work independently and collaboratively with other staff.
- Knowledge of English language
- 18 years or older

Salary – determined by international agency rates.