

EDWARDS YMCA CAMP
Job Description

JOB DESCRIPTION

Job Title: **Campkeeper**
FLSA Type: Part Time
Reports To: Campkeeping Supervisor / Property Manager

GENERAL FUNCTION

Cleaning of guest lodges, KYBO, Micklewright Lodge, Cooper Recreation Center, Seigle Welcome Center and common areas according to the ever-changing schedules as guests come and go. Assist with gardening as needed. Communicate with Campkeeping Supervisor regarding questions, needs and scheduling.

SKILLS

Knowledge of proper cleaning techniques. Ability to lift and/or move 30 Lbs. Ability to take initiative and respond to a variety of situations and manage several tasks and projects at the same time.

PRINCIPAL ACTIVITIES

1. Vacuum, dust and clean cobwebs in cabins, lodges and Micklewright Lodge.
2. Clean bathrooms, showers, bathrooms in Micklewright, and kitchen areas in lodges.
3. Replenish paper supplies as needed.
4. Clean fireplaces; stock kindling and firewood as needed.
5. Wash windows, inside and outside.
6. Remove garbage and recycling materials.
7. Empty cigarette cans.
8. Deep clean lodges as directed.
9. Wash blankets and curtains.
10. Clean light fixtures
11. Plant and weed flower beds throughout the season.
12. Perform any other tasks as determined by supervisor.
13. Maintain a professional, polite and pleasing demeanor at all times.
14. Adhere to YMCA policies, procedures and guidelines.

EFFECT ON END RESULTS

Ensures the Campkeeping functions are performed at maximum efficiency and courtesy to fully support the customer service objectives of Edwards YMCA Camp.

I have read and understand this position description and believe I am capable and qualified to handle the position as presented to me in this job description.

Signed: _____

Date: _____