

# YMCA of High Point, Inc. – Camp Cheerio Job Description

Job Title: Housekeeper

Branch: Cheerio

Incumbent:

Position Code: Non Exempt

Reports to: Heath and Wellness Director

Date: January, 2014

## General Function

Clean camp areas after groups attend, during group attendance, prior to Camp opening.

## Know How

Some experience in housekeeping preferred, but training provided.

## Essential Functions

- Flexibility to adapt to situations
- Ability to work with others to accomplish a common goal
- Ability to operate appropriate equipment
- Physical ability to perform associated tasks, including lifting of mop buckets.
- Having an understanding of sanitation requirements
- Willingness to learn
- Ability to work independently

## Principal Activities

- Clean Millis Lodge after usage.
- Clean cabins after usage.
- Clean associated meeting areas after usage
- Wash towel, sheets table linens and kitchen linens
- Assist with meal preparation – put out plates, arrange serving tables, put out drinks, arrange salad bar, etc.
- Assist with dishes, especially during Outdoor Education and weekday conference groups.
- Report maintenance and repair needs as they become evident.
- Monitor heat in facilities
- Other duties as assigned

## Job Requirements

- Attention to Detail
- Flexibility
- Ability to take direction
- Ability to work entire shift
- Ability to maintain high standards
- Ability to take constructive criticism
- Ability to be a team player
- Ability to wear appropriate clothing and shoes

We understand and mutually accept the above job description and any supplement request is our agreement as to the job to be performed.

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Supervisor

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Supervisee