



Housekeeping Assistant Job Description

Title: Housekeeping Assistant
Reports to: Assistant Camp Director, Residential Life
Status: Summer 2017, Seasonal

The Housekeeping Assistant will further the mission of Roundup River Ranch by supporting the cleanliness of all camp facilities and residential spaces; to ensure that all campers and volunteers experience clean and well-kept facilities and living accommodations during their stay at camp; to ensure the highest standards of sanitation are met to support the medical safety of all campers, staff and volunteers.

Job Responsibilities

- Ensuring all facilities including living accommodations are thoroughly cleaned on a daily basis including, but not limited to:
 - Disinfecting all surfaces
 - Cleaning all toilets
 - Restocking soap, paper towels, toilet paper dispensers
 - Sweeping and moping of all camp facilities
 - Taking out trash from all facilities on a daily basis
 - Remaking beds as needed
- Assist with special cleaning projects, including, but not limited to:
 - Disinfecting quarantine rooms and/or cabins inhabited by a contagious individual (using appropriate personal protective equipment)
 - Cleaning up after spills or other messes
- Assist with delivery of clean linens
- Assist with pick-up and delivery of all soiled linens from residential areas to cleaners
- Wash linens as needed
- Wash other items including but not limited to soiled camper clothes, medical laundry, kitchen laundry as needed
- Clean and wash trash cans as needed
- Help unload supply trucks and put supplies away
- Assist the medical team, the kitchen, the facilities team, and cabin and program staff and volunteers as needed
- Maintain inventories of linens, cleaning equipment, and all other supplies
- Assist volunteers in understanding and completing various responsibilities
- Teach or assist in teaching various skill areas as assigned
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and in staff orientation
- Other duties as assigned

Qualifications

- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- Must be available May 17th - August 7th, 2017
- Desire and ability to work as part of a team with volunteers and staff.
- Desire and ability to support programs and interact directly with children.

- Desire to support children with serious illnesses by ensuring the highest standards of sanitation.
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- Ability to work well with others
- Good time management skills
- Enthusiasm
- Flexibility

Special Conditions

- This is a residential position and requires long work days. Employees are assigned a daily one hour break. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.
- This position requires additional duties of program and camper support, including helping set up and take down evening camper activities, eating meals with campers and participating in assigned cabin activities, and helping program staff with leading camper activities. **Essential Functions**

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Must have the ability to walk, stand, sit, climb, kneel, crouch, stoop and stand
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.

Applications

Applicants are asked to complete an online application. The application may be accessed through our website at www.RoundupRiverRanch.org.