



Lead Housekeeper Job Description

Title: Lead Housekeeper
Reports to: Assistant Camp Director, Residential Life
Status: Summer 2017, Seasonal (May thru October)

The Lead Housekeeper 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 coordinating delivery of clean linens
- Assist with pickup 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 as needed
- 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
- Communicate with housekeeping staff regarding duties and changes to schedules
- Maintaining accurate inventories of cleaning supplies, linens and all other housekeeping supplies
- Willing to assist with ordering and pickup of supplies and laundry as needed
- Other duties as assigned

Qualifications

- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- Desire and ability to work as part of a team with volunteers and staff

- Desire to support children with chronic and life threatening illnesses by ensuring the highest standards of sanitation.
- Ability to learn to do tasks as assigned
- Ability to accept supervision and guidance
- Ability to work well with others
- Good time management skills
- Enthusiasm
- Flexibility
- Willingness and ability to assist Housekeeping staff and Assistant Camp Director of Residential Life with support of day and week-long volunteers

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 around in buildings and program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.

Applications

Applications (cover letter and resume) may be sent to Human Resources at emma@roundupriverranch.org. For more information, please visit www.RoundupRiverRanch.org.