

# JAMESON CAMP

## Housekeeping Coordinator Job Description



**Type:** Full-time, permanent

**Salary:** \$15 - \$18 per hour

**Supervisor:** Facilities Director

**Application Deadline:** January 27, 2023

### Benefits

- Paid Vacation (10 days)
- Paid Federal Holidays (11 days)
- Paid Personal Days (2 days)
- Paid Sick Days (12 days)
- Paid Jury Duty
- Paid Voting Time (2 hours per election)
- Paid Bereavement Leave
- Medical and Dental Insurance
- 403(b) Retirement Plan
- Long-term and Short-term Disability
- Mileage reimbursement
- Professional Development Fund
- Free annual facility rental
- Employee discount on day and overnight summer camp (ages 5-17)

### Job Description

The Housekeeping Coordinator is the steward of campus pride and cleanliness at Jameson Camp. In this role you collaborate closely with the Facilities Director and Program staff to maintain the highest standards of cleanliness and make it possible to empower youth by removing barriers to healthy and vibrant experiences in nature. In this role, you will take ownership of the cleanliness of our 130 acres campus which includes the main offices, Jameson Center, Peace Center, Conference Center, a staff lodge, eight cabins, and other buildings. This position is also responsible for maintaining a cleaning schedule, keeping supply inventory and budgets, and assisting with volunteer days. The Housekeeping Coordinator must aid in the growth of Jameson Camp's impact and maximize our profitability and profile.

### As owner of campus stewardship:

- Develop and maintain a cleaning plan with annual, monthly, weekly, and daily tasks that take into consideration programming and facilities rentals.
- Collaborate with Facilities Director to establish procedural documents for the efficient maintenance of campus cleanliness.
- Keep accurate records, including up-to-date MSDS library and monthly inventory reports.
- Clean and restock bathrooms and kitchens during and after facilities use.
- Keep interior and exterior buildings free of litter.
- Report property damage, illegal dumping, and safety hazards to Facilities Director.
- Maintain an inventory of cleaning supplies.

### You will be successful in this role if you have:

- Extremely high cleanliness standards
- Evening and weekend availability
- Good communication, prioritization, decision-making, scheduling, and problem-solving skills

### Qualifications

2 years of housekeeping experience required

### How to Apply

Please submit your resume to [careers@jamesoncamp.org](mailto:careers@jamesoncamp.org) no later than January 27, 2023. Applications received after this date will not be considered.

Jameson Camp is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.