

## Holiday Lake 4-H Educational Center Job Description – Housekeeper

The Housekeeper is responsible for the cleanliness and sanitation of all areas of the Center, using proper and appropriate cleaning techniques for each specific area. The Housekeeper will be responsible for all housekeeping duties as directed by the Facility Manager.

### Duties:

- Prepare schedule and complete regular housekeeping duties for each facility; dust, vacuum, sweep, wipe down beds, clean windows, clean toilets, scrub urinals, clean showers, sinks, mirrors, empty trash, mop, stock with toilet paper, paper towels, clean refrigerator & stove(bunkhouse kitchen), wipe tables & counter tops.
- Inspect and review all areas of the camp on a regular basis attending to necessary needs.
- Maintain cleanliness, sanitation, and supplies for all restroom facilities.
- Maintain inventory of cleaning and janitorial supplies, and order when necessary, including cleaning products, paper products, garbage bags, etc.
- Attend to heavy housekeeping duties such as windows, woodwork, mopping, waxing, shampooing, buffing, etc. as needed.
- Assist with set up for meetings and events as needed.
- Work with vendors and suppliers as needed.
- Assist with weekend cleaning as needed.
- Attend to lost and found articles.
- Launder lost and found articles, sheets, blankets, towels, table cloths, and kitchen items.

### Facilities:

- Bunkhouse
- Bunkhouse kitchen
- Bathhouses/bathrooms
- Lodge
- Cabins
- Dining Hall
- Health Clinic
- Office
- Conference Room
- Pavilions
- Amphitheater
- Trailers
- Camp Store