

# **One Heartland Job Description 2022 Housekeeper**

## **Job Summary**

Under the supervision of the Facility Director, Housekeepers assist with behind-the-scenes functions that help keep camp running smoothly, including but not limited to laundry, vacuuming, trash removal, sanitizing, supply restocking, and keeping assigned areas of camp cleaned and maintained.

This is a summer seasonal position, available as a full-time or part-time position, with the option for casual/on-call employment in the off season (if desired). Anticipated pay rate is \$15/hour, or comparable weekly rate with room and board provided for full-time candidates interested in living in on-site housing for the summer.

## **Principal Responsibilities & Essential Functions**

- Arrive on time and prepared for scheduled shifts and in appropriate attire
- Responsible for the cleaning and general upkeep of common areas, bathrooms, shower houses, retreat center, and cabins, including but not limited to laundry, vacuuming, trash removal, sanitizing, and supply restocking
- Collaborate with kitchen staff on an as-needed basis to help ensure cleanliness of the dining hall
- Ensure that cleaning and other tasks are done in accordance with safety guidelines & One Heartland standards
- Communicate any relevant information to supervisor(s) in a professional and timely manner, including but not limited to equipment, supply inventory, schedule changes or inability to fully complete any assigned tasks, and accidents/injuries (including paperwork and documentation)
- Work as part of a team, supporting other team members and projects as needed
- Ensure the following of all One Heartland staff and facility policies and procedures as well as all health and industry regulations such as state of Minnesota and ACA (American Camp Association) standards
- Act in a professional and friendly manner to ensure positive relations with participants, families, community, volunteers, visitors, and staff

## **Qualifications**

- Basic understanding of cleaning tasks such as mopping, vacuuming, and laundry
- Ability to work independently with strong time and task management
- Attention to detail and cleanliness
- Ability to communicate effectively with peers and supervisor(s)
- Positive, outgoing, friendly demeanor
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS) and most importantly a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Commitment to active inclusion and making sure everyone feels welcome and celebrated
- Commitment to stewardship and conservation by using resources effectively and efficiently

## **Preferred Qualifications**

- Valid driver's license

## **Physical Requirements**

- Ability to stand, sit, stoop, kneel and crouch as required to complete assigned cleaning tasks
- Must be able to push, pull, lift, and carry heavy objects (up to about 50 pounds) such as full mop buckets, laundry carts, and trash bags
- Must be able to move about camp indoors and work in occasional outdoor weather conditions. Tasks are primarily performed indoors, but exposure to outdoor weather conditions required while traveling between buildings/tasks and during some tasks such as trash removal
- Able to observe cleanliness of rooms and objects
- Able to tolerate some exposure to crowds and high noise levels
- Must be able to work with chemical cleaners and sanitizers
- For those living on-site: able to move about camp indoors and out and ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. One Heartland encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.