

# Job Description

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Job Title: **Cleaning Staff**

Hourly Wage range: **B**

Status: Non Exempt                      Reports to: Outside Coordinator

## **Primary Job Function:**

Maintain clean facilities throughout Greenwood Acres campground for use by the camping public.

## **JOB REQUIREMENTS:**

- Must be at least 18 years old.
- Must have graduated from high school or obtained a GED or documented educational equivalent

## **Essential Duties:**

- Always greet the public with a friendly and helpful attitude to promote good customer service.
- Monitor the activities at the club houses to ensure preparation cleaning and immediate clean up after events.
- Maintain, clean and stock toilet paper and paper towels so that they are available for campers.
- Insure that soap dispensers are in proper working condition and filled for use by the camping public.
- Sweep and dust bathroom, clean toilets and wipe sinks and equipment to keep clean.
- Sweep and mop floors, wipe off benches in the shower area.
- Clean or change shower curtain as needed.
- Empty all trash bins and cigarette disposal containers.
- Sweep and mop floor daily or more often if needed to insure cleanliness.
- Sweep and dust all cobwebs and dirt from ceiling, vents, walls, and corners.
- Clean windows and screens.
- On busy weekends you are expected to monitor and refill dispensers as needed, sometimes several times during your work-shift.
- Use the cleaning procedure list located in each facility.
- Use the Kavac cleaning machine at 2<sup>nd</sup> street restroom and Pool restroom.

## **Other Duties:**

- Provide written recommendations, improvements and other suggestions through the suggestion box or to the Outside Coordinator.
- Report, in writing, any maintenance issues to the Outside Coordinator immediately such as replacing light bulbs, broken fixtures or leaky faucets.

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## **Job Skills Needed:**

### COMMUNICATION SKILLS:

This individual must be able to speak English, follow directions and assist campers with any bathroom needs and equipment.

### MATHMATICAL SKILLS:

Basics needed for this position.

### MACHINE SKILLS:

This individual will need to understand the operation of bathroom equipment and dispensing devices.

### INDEPENDENT JUDGEMENT:

This individual will not need to exercise independent judgment. Decision making will be limited to assessing the need to replenish paper products and dispensers.

### CRITICAL THINKING SKILLS:

This individual must be capable of recognizing increased bathroom usage that occurs on weekends and holidays to respond to this usage by repeated refill of paper products dispensing machines. This individual should notify the Outside Coordinator of any critical situations.

### PROFESSIONALISM:

This individual needs a working knowledge of appropriate etiquette, politeness and professional demeanor when dealing with employees, the public, other management and co-workers. This individual needs to be able to work productively in a team environment with other management, employees, campers and consultants.

### KNOWLEDGE:

This individual needs a basic knowledge regarding normal bathroom cleanliness and maintenance.

## **PHYSICAL REQUIREMENTS:**

- Operate a fire extinguisher that weighs less than 10 pounds in an emergency.
- Must be able to sweep, mop, dust and clean surfaces for long periods of time.