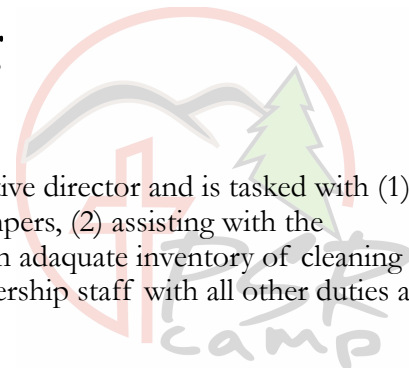


Student Employee I: Housekeeping



OVERVIEW

A PSR housekeeping team member is directly responsible to the PSR executive director and is tasked with (1) being responsible for the camp laundry and laundry services for extended campers, (2) assisting with the cleaning of camp restrooms, common areas, and guest areas (3) maintaining an adequate inventory of cleaning supplies and storing those items under lock & key, (4) assisting individual leadership staff with all other duties as assigned.

QUALIFICATIONS

1. Must exhibit excellent time management skills.
2. Must be able to accomplish tasks with minimal supervision.
3. Must have a service-orientated spirit.
4. Must be able to accomplish tasks in a reasonable amount of time.
5. Must work well in cooperation with others.

DUTIES & RESPONSIBILITIES

1. Prepare a time schedule for camp personnel to bring personal items to the laundry area. This service is determined on as-needed basis with permission from the the camp director.
2. Wash extended camper laundry within a reasonable time frame.
3. Wash soiled clothing, sleeping bags, and other personal effects of campers at the request of the village coordinator(s).
4. Maintain camp restrooms, common areas, guest areas, and laundry room.
5. Make sure that access to cleaning supplies is limited and controlled.
6. Collect lost & found items, redirecting expensive & reusable items (i.e. sleeping bags, jackets, electronics, etc...) to the inventory specialist after cleaning.

IMPORTANT DATES

1. Must be able to attend staff training week.
2. Must not be gone more than 15% of camp season.

**This position may qualify for an hourly rate, please contact the assistant director for more information.*