



TITLE: Housekeeping Crew Member

REPORTS TO: Food Service Manager or Designee

POSITION TERM: FT PT TEMP/ON-CALL

POSITION SUMMARY:

Housekeeping crew members perform a mix of housekeeping for the public buildings, cabins, dormitories, and classrooms. Housekeeping crew members also perform as Kitchen Crew members preparing and serving meals as needed, sometimes on a regular basis. Housekeeping crew member tasks covers a broad range of responsibilities and demands flexibility, an eye for detail and strong team-working skills.

COMPENSATION:

Compensation is based on experience and length of service. Housing may be provided when available at no charge for room or board.

ORGANIZATION OVERVIEW:

Tonto Creek Camp is a fast growing camp that removes barriers that prevent youth (especially those from underserved areas) access to nature and outdoor education and in doing so provides opportunities for you to experience meaning outdoor experiential education. Located only 90 minutes from Phoenix, (a short 17 miles from Payson city limits), in the tall ponderosa pines adjacent to Tonto National forest.

RESPONSIBILITIES:

The housekeeping crew member works to clean all cabins, dormitories, and common buildings to make sure that TCC’s facilities look great and can function smoothly. This includes but is not limited to:

- Cleans cabins dormitories, the dining hall, classrooms and bathrooms
- Vacuum carpets/rugs
- Empties waste baskets
- Transports trash and recycling to waste disposal equipment
- Dusts/cleans surfaces and furniture
- Cleans bathroom sinks, mirrors, commodes, tubs, and showers.
- Replaces light bulbs and may do some small repair
- Replenishes bathroom & kitchen supplies
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- Looks for and identifies housekeeping problems and informs immediate supervisor
- Participates in kitchen duties occasionally including, such as, dishwashing, kitchen duties, meal serving,
- Understands and supports the Tonto Creek Camp Mission.



QUALIFICATIONS:

- Must be a minimum age of 16 years of age
- Must have enough computer skills to use existing technology in MS Word and Excel, Google programs
- Must be able to accurately follow instructions, both verbally and written
- Must be able to work in a fast paced environment
- Must be professional in appearance and demeanor
- Must act as a role-model when in the presence of guests/campers
- Willing to work in camp setting and work irregular hours
- Ability to work a flexible schedule including evenings, and weekends
- A demonstrated attention to detail, thoroughness, and excellent team-working skills.
- Good time management, attention to follow-through and job completion are required
- Ability to work in conditions that occasionally requires the flexibility to work around guests entering & departing cabins
- Willingness and ability to work independently with minimal supervision