

Overall Purpose

Family Camp Staff make sure that Family Camp runs smoothly for all campers. They may fill multiple positions on a rotational basis and take on various roles as needed. These roles include Housekeeping, Programming, Kitchen, and Maintenance.

Responsibilities

Housekeeping

- Cleaning and stocking the outdoor, Lodge, and portable washrooms and other accommodations as needed
- Laundry (i.e., bedding, towels, kitchen aprons and towels, etc.)
- Cleaning the Pine Room
- Cleaning the Lounge
- Cleaning the Outdoor Laundry Room
- Sweeping the stairs, Underground Floor, Tuck Shop, and porches
- Cleaning Lodge rooms and cabins (mostly between Family Camp weeks)
- Cleaning cabins on turnover days between camp weeks

Programming

- Assisting Family Camp Coordinator in delivering special events for campers
 - e.g., Sundaes and Floats, Ladies' Craft, Café Night, Kahquah Carnival, etc.
- Preparing and providing chapel services for infants, children, and teens
- Running planned activities and Activity Hub

Kitchen

- Washing and putting away dishes after each meal
- Cleaning and preparing tables before and after each meal
- Stocking coffee station
- Preparing and putting out beverages for each meal
- Ensuring tables and chairs are arranged neatly
- Restocking napkin holders as needed

Maintenance

- Collecting Lodge garbage after each meal
- Garbage runs each evening
- Duties as assigned by the Facilities Manager

Other Job Duties

- Interacting positively with campers to provide the best care and customer service
- Participate in Morning Sweep as assigned
- Ensuring Dining Hall floors are swept and mopped as assigned

Relationships

Family Camp Staff report directly to the Family Camp Coordinator and their respective area heads. Family Camp Staff will also interact frequently with campers and must maintain a professional and welcoming attitude towards all campers.

- Housekeeping Supervisor
- Head Cook
- Facilities Manager

Equipment Used

- Hobart dishwasher
- Programming materials
- Cleaning supplies (Cleaning Cupboard listed with WHMIS & MSDS)
- Laundry machines
- Mop & bucket
- Vacuum
- Brooms

Qualifications

Family Camp Staff should be willing to work hard and receive instruction. Previous completion of CREW is an asset, as is any previous experience in housekeeping, industrial kitchens, or maintenance. Customer service experience is also valuable.

Requirements

- Physically healthy and active to keep up with the pace and be involved in a variety of activities and events
- Must be able to work on their feet for the duration of the day
- Must be able to lift heavy items (e.g., vacuum, mop bucket) up and down stairs