



Job Description

Job Title: Cleaning Assistant
Reports To: Property Manager and Executive Director
Position Status: Seasonal

POSITION SUMMARY:

The Cleaning Assistant supports the cleanliness, sanitation, organization, and appearance of Camp Timbers' facilities. Working under the direction of the Property Manager, the Cleaning Assistant completes routine cleaning and housekeeping duties throughout camp, maintains cleaning and sanitation supplies, and helps ensure facilities are clean, safe, welcoming, and ready for campers, staff, and guests. The Cleaning Assistant is expected to work independently within their training and assigned responsibilities while recognizing when a task requires additional guidance or support. The Cleaning Assistant serves as a positive role model for campers and staff and contributes to a safe, clean, and welcoming camp environment.

ESSENTIAL FUNCTIONS:

- Complete routine cleaning and housekeeping of camp facilities as scheduled, including:
 - Sweeping, mopping, and other floor care.
 - Cleaning and sanitizing bathrooms, showers, sinks, and bathhouses.
 - Emptying and properly disposing of trash and recycling.
 - Cleaning and maintaining dining areas and food service spaces as assigned.
 - Cleaning cabins, lodges, activity areas, offices, meeting spaces, and other camp facilities.
 - Cleaning and maintaining high-use and high-touch areas.
- Daily clean and restock bathhouses, bathrooms, kitchens, and other facilities with appropriate supplies.
- Assist with cleaning and resetting facilities between camper groups, sessions, rentals, and other camp programs.
- Monitor cleaning and sanitation supplies and communicate restocking needs to the Property Manager.
- Maintain cleaning equipment, tools, supply areas, and storage spaces in a safe, clean, and organized condition.
- Uphold high standards of cleanliness, sanitation, organization, appearance, and attention to detail throughout camp.
- Assist with cleaning-related service projects involving campers and staff, providing appropriate instruction and modeling of safe and responsible practices.
- Promptly report damaged facilities, unsafe conditions, sanitation concerns, supply shortages, and other unusual conditions to the Property Manager.
- Document and promptly report accidents, injuries, property damage, unsafe conditions, and unusual incidents to the Property Manager and/or Program Director in accordance with camp procedures.
- Models an attitude of concern, compassion, acceptance, integrity, responsibility, and character worthy of emulation by campers and staff.
- Assist with other cleaning, housekeeping, and operational duties as assigned by the Property Manager, Program Director, or Executive Director to support a safe and effective camp experience.

QUALIFICATIONS:

- Previous experience in housekeeping, custodial work, cleaning, or a related field preferred but not required.
- Ability to work independently while recognizing when to ask questions or seek additional direction.
- Ability to follow written and verbal instructions, cleaning schedules, safety procedures, and established sanitation practices.
- Strong attention to detail and commitment to cleanliness, organization, sanitation, and safety.
- Ability to safely use cleaning tools, equipment, and products.
- CPR & First Aid certified.
- Minimum of 16 years of age.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

SIGNATURE

DATE