



## THE HOLE IN THE WALL GANG CAMP

### Seasonal Housekeeping Assistant Job Description

#### **Job Requirements**

- 16 years of age.
- As of January 1, 2023, staff & volunteers within Summer 2023 programming are **required to have the primary series AND one booster dose (bivalent) received after September 1, 2022\***, to prevent against COVID-19. \*The booster dose must be administered two weeks PRIOR to your participation in Camp programming.
- Commitment to foster a community that celebrates inclusivity and our camp values, which are: inclusion, gratitude, possibility, friendship and safety.
- The ability to work independently as well as part of a team.
- The ability to work with a diverse community in a multicultural environment.
- Organizational and time management skills.
- Willingness to work flexible shifts, including weekends.
- Communicate clearly with Lead Housekeeper and other team members.
- Reach, bend and stoop frequently and lift up to 25 pounds.
- Work in a standing position for long periods of time.
- Subject to Criminal Background check.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through duration of employment, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are seasonal and are hired nominally from June to late August, up to 30 hours/week, including weekends.

#### **Job Summary**

The Seasonal Housekeeping Assistant assists with the cleanliness of all Hole in the Wall Gang Camp buildings as assigned by the Lead Housekeeper.

#### **Job Responsibilities**

- Takes direction from the Lead Housekeeper.
- Cleans and maintains buildings.
- Performs laundry pick up duties and changes linens as needed.
- Responds to housekeeping supply requests as well as stocking buildings with janitorial supplies.

- Performs additional duties as assigned.
- Be responsible for knowing and adhering to the policies and procedures contained in the Camp manual.

**Reports to:**

The Seasonal Housekeeping Assistant reports directly to the Lead Housekeeper.

**Our Commitment to Diversity**

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.