



Position Title: Facility Housekeeping Assistant (Full time - Temporary)

Summary: Camp Bob Waldorf, celebrating over 80 years of service in the greater Los Angeles area, is seeking a full time Housekeeping Assistant to support our Camp Bob Waldorf Leasing and Residential Camp programs. Under the supervision of the Hospitality and Facility Director, the Housekeeping Assistant will be a critical team member in supporting these programs through the care and maintenance of our facilities.

POSITION SUMMARY: The Housekeeping Assistant provides general custodial work. This position is responsible for maintaining and providing routine scheduled cleaning as well as quality cleaning in and outdoors.

Principal Responsibilities:

- Maintain the cleanliness of the Camp Facility buildings, both interior and exterior. Work may include but is not limited to: Wiping down touch surfaces, cleaning bathrooms, washing windows, sweeping and mopping floors, removal of cobwebs, taking out trash.
- Assist in the turn-over process between leasing groups, as well as Camp Programs.
- Maintain organized storage/stocking locations with cleaning supplies, chemical products, mops, brooms, rags, and other essential items
- Ensure all restroom dispensers are adequately stocked at all times
- Perform daily trash pick-up throughout the facility
- Provide courteous and helpful service to guests at all times

Job Competencies:

- Exceptional organizational skills with the ability to effectively prioritize and multitask.
- Self-motivated creative thinker who can work both independently and as part of a team.
- Minimum age of 18 years of age.

Physical Requirements:

- Physical ability to lift a minimum of 40 lbs.
- Some physical requirements of the position require endurance including prolonged standing, some bending, stooping, reaching, stretching, and walking long distances

- Requires eye-hand coordination and manual dexterity to operate equipment or to assist with camp facilities projects
- Willing to work irregular hours infrequently
- Daily exposure to the sun/heat
- Possible exposure to animals, bugs, snakes, etc. normally found in a wilderness camp setting.
- Ability to drive a golf cart

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable related business duties if requested by immediate supervisor or Camp Bob Waldorf Leadership. This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

Please contact Chris Bennett at 818-201-3176 or christopher@campbobwaldorf.org to apply or for position inquiries.