



CAPE COD SEA CAMPS LAUNDRY AND CLEANING ASSISTANT Job Description

Responsible to:

Executive Director, Associate Director of Facilities, Laundry and Cleaning Manager

General Responsibilities:

1. To assist in the operation of the Cape Cod Sea Camps consistent with the CCSC philosophy, goals and objectives.
2. To provide an efficient, safe and sanitary laundry and cleaning facility and procedures for Cape Cod Sea Camps.

Specific Responsibilities:

1. To assist in providing a laundry service for both the CCSC campers and staff.
2. To assist in providing sanitary cleaning service for all bathrooms, showers, etc.
3. To assist in providing a laundry service to all other businesses of CCSC.
4. To provide suggestions and assist in making purchases and orders when authorized.
5. To assist in the maintenance and repair of all equipment.
6. To assist in the distribution of supplies in a safe and efficient manner.
7. To assist in making periodic inspections of entire facility to maintain a sanitary and clean environment.
8. Report any repairs to Laundry and Cleaning Manager.
9. To assist in providing cleaning service on an as needed basis.
10. To assist in providing a sanitary cleaning service for all bathrooms, showers, kitchens and buildings as needed, daily or weekly.
11. To assist in making beds with appropriate linens and equipment.
12. To assist in vacuuming, dusting, moving furniture and supplies.
13. To evaluate current season and make recommendations for equipment, supplies, personnel and procedures for following season.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions:

The following are a list of areas which must be met:

- Ability to use cleaning and laundry equipment;
- Ability to use a telephone;
- Ability to communicate with staff
- Ability to relate to the camper's, counselor's, employee's, and parent's needs;
- Ability to drive and complete errands on and off campus;
- Ability to assess sanitary conditions and observe what needs to be done
- Ability to carry and load supplies of at least 25-30 pounds; has physical strength for lifting, mopping, vacuuming, washing, climbing, kneeling, etc.

Minimum Qualifications

1. Ability to work on a team, relate and work well with others.
2. At least 16 years of age or older
3. Self starter and organizer.
4. Mature, capable and experienced,
5. Ability to accept guidance, supervision, and work on a team.
6. Good character, integrity and adaptability, enthusiasm, sense of humor, patience and self-control.
7. Desire and ability to work in a setting which, primarily serves children and youth.
8. Current CPR and First Aid certificates preferred.
9. Valid and current driving license.
10. Ability to work 20-40 hours per week.