



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Laundry/Linen/Housekeeping Aide Job Description

(Children's Summer Therapy Camp Session)

Bay Cliff is uniquely different from other summer camps in that we provide the clothing for the children while they participate in the two months of therapy and summer camp fun. The Laundry-Linen Room is a bustling hub of activity each day as campers routinely bring the laundry to be cleaned, and the counselors daily select the clothing for their campers. Laundry/Linen/Housekeeping Aides play a vital role in making this process work and in making sure that we, as a whole camp, always present ourselves in a clean, sanitary, and orderly manner.

RESPONSIBLE TO: Laundry/Linen/Housekeeping Supervisor, Camp Directors

GENERAL RESPONSIBILITIES:

1. Have fun, enjoy being with children, & enter enthusiastically into camp-life, activities, & routines.
2. Take direction & respond cooperatively to the instructions of Laundry/Housekeeping Supervisor.
3. Take pride in your work that reflects on the cleanliness & orderliness of camp at all times.
4. Greet all (including visitors & guests) with a spirit of hospitality.
5. Participate in the general camp program. This includes attendance at meals, helping counselors with evening programs, and participating in all-camp activities such as the 4th of July celebration and Bay Cliff's annual (but surprise!) birthday party.
6. Accept an assignment of Rest Counsel with the campers if requested by Program/Unit Leaders.
7. Clean & maintain their personal living quarters at the beginning, during, and at the end of camp.
8. Carry out any other duties as may be assigned by Supervisor or Camp Directors.

SPECIFIC LAUNDRY/LINEN RESPONSIBILITIES INCLUDE:

1. Folding and sorting of clothing, linens and towels under the direction of the Supervisor.
2. Assisting Linen Room Coordinator in stacking clothes neatly on shelves.
3. Keeping washers, dryers, floors, and building clean.
4. Straightening items on laundry shelves and maintaining a neat, orderly look to Laundry.
5. Managing the services of the Laundry when the Supervisor is on a day off.

SPECIFIC HOUSEKEEPING RESPONSIBILITIES INCLUDE:

1. Delivering supplies around camp to all units, departments, and living quarters as requested.
2. Cleaning public bathrooms in various buildings on a daily basis.
3. Cleaning bathroom & shower rooms in several staff housing units daily.
4. General cleaning (sweeping, vacuuming, dusting, mopping) in commonly used camp buildings.
5. Keeping guest rooms clean and ready for overnight accommodation.

MINIMUM QUALIFICATIONS:

1. Must be a minimum of 18 years of age.
2. Must be friendly, responsible and mature.
3. Need to have the ability to work with others in a spirit of cooperation, patience, and respect.
4. Must be positive and able to take direction.
5. Desire to live/work in a camp setting.
6. A love for children is a must!

AUXILIARY SERVICES DAILY SCHEDULE

Before breakfast, Department Supervisors start early to plan the day.

Laundry starts loading clothes in washers.

Linen is available for last-minute clothing needs.

Housekeeping starts cleaning public restrooms.

Maintenance makes sure night lights are turned off.

7:00 A.M.	-	Reveille
7:45	-	Flag Raising (be present)
8:00 – 8:45	-	Breakfast
8:45 – 9:00	-	Departmental Meeting (morning announcements, assignments, etc.)
9:00 – 12 noon	-	Work
12:00 – 1:00 P.M.	-	Dinner Hour
1:00 – 5:30	-	Work
5:45 – 6:30	-	Supper
6:45	-	Flag Lowering
7:30 – 8:30	-	Involvement with units in planned all-camp activities
8:30 – 11:00 P.M.	-	Off duty; one representative from each department be available during off-duty hours for emergencies.
11:00	-	Curfew
11:30	-	Lights Out

Days-off must be coordinated through department supervisors.

Department Supervisors must mark off the days-off for departmental staff on the Days-Off Calendar in the Office.