



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Laundry / Linen / Housekeeping Supervisor Job Description

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. The Linen Room Coordinator plays 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: Camp Directors

GENERAL RESPONSIBILITIES:

1. Have fun, enjoy being with children, & enter enthusiastically into camp-life activities, routines.
2. Take pride in your work that reflects on the cleanliness & orderliness of camp at all times.
3. Greet all (including visitors & guests) with a spirit of hospitality.
4. Participate in the general camp program. This includes attendance at meals, helping Program staff with evening program needs, and participating in all-camp activities such as the 4th of July celebration and Bay Cliff's annual (but surprise!) birthday party.
5. Clean & maintain their personal living quarters at the beginning, during, and at the end of camp.
6. Carry out any other duties as may be assigned by Camp Directors.

SPECIFIC RESPONSIBILITIES:

1. Run and oversee the daily operations of the Linen & Laundry as noted below.
2. Perform and oversee the daily Housekeeping needs of camp as noted below.
3. Train and supervise the Laundry / Linen / Housekeeping Aides in their specific duties.
4. Provide brief orientation to all staff regarding the laundry room procedures.

5. Attend the daily Staff Breakfast Meeting (Mon-Fri) and bring back announcements to staff.
6. Meet weekly with Camp Administration to ascertain weekly and future needs.
7. Maintain a current inventory of supplies and order needed supplies.
8. Work closely with Maintenance Staff to keep machines in top condition and repair.
9. Insure smooth operation of Linen Room.
10. Provide written evaluations to departmental staff at mid-camp and at the end of camp.

LINEN / LAUNDRY RESPONSIBILITIES INCLUDE:

1. Washing, drying, folding and sorting of clothing, linens, bedding and towels.
2. Keeping washers, dryers, floors, and building clean daily.
3. Maintaining a neat, orderly look to shelves in Linen, Laundry and Folding Rooms.
4. Helping campers to learn how to sort clothes for laundering.

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. A strong background of experience in the areas of housekeeping and doing laundry is preferred.

4. Need to have the desire to keep things orderly and clean and to set up organized schedules.
5. Must be willing to train others, delegate & supervise, and inspect their work.
6. Need to have the ability to work with others in a spirit of cooperation, patience, and respect.
7. Must be positive and able to take direction.
8. Need a desire to live / work in a camp setting.
9. 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 evening 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.