Camp Twin Lakes
Housekeeping Coordinator
Job Description

Title: Housekeeping Coordinator
Status: Full-time
Department: Site & Facilities
Reports to: Site & Facilities Sr. Coordinator

For nearly 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia’s children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with nearly 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at www.camptwinlakes.org.

Summary:
The Housekeeping Coordinator’s primary responsibilities will include maintaining and enhancing the facilities at camp to provide campers and visitors with a safe and pleasant camp experience.

Essential Duties and Responsibilities:
Responsibilities include the following and other duties may be assigned as needed:

- Operates various mechanized cleaning equipment such as vacuums, polishers and buffers, etc.
- Maintains facility in a sanitary and infection free condition through washing, cleaning and replacement of equipment and furnishings.
- Responsible for disposal of trash, waste and other disposable materials, including human waste and other body fluids as required.
- Must handle various cleaning solvents, chemicals and follow instructions on use of germicidal solutions. All procedures for solution use will be part of the housekeepers training. Must comply with all OSHA, EPA, State Health Department regulations regarding handling of chemicals.
- Plan work schedule for major tasks, such as window washing, stripping and recoating all floor areas as necessary.
- Damp dust furniture, light fixtures, window sills, etc.
- Wet mop floors in all cabins, buildings and bathrooms.
- Clean sinks, mirrors, toilets, tubs and showers.
- Clean all air vents.
- Report any needed repairs immediately to supervisor such as leaky faucets or toilets and other spilled water, loose tile, broken window panes, missing hardware and beds needing repair, etc.
- Manage volunteer efforts where appropriate.
- Follow safety precautions in all housekeeping services.
- Other duties as assigned.

Requirements:

- Must be able to use equipment and tools and drive safely around property.
- Must be able to communicate with staff regarding areas that need attention.
- Must have physical strength to lift, load, unload, mop and clean items and equipment.
- Candidate must be detail oriented and mature.
- Must possess skill and experience in various cleaning trades (floors, bathrooms carpets, etc.)
- Must have the ability to accept guidance and supervision.
- Desire to work in a camp community.
• Must be self-starter and organized.
• Current CPR and first aid certifications preferred.
• Must be a positive and engaged team player who enjoys children of various backgrounds and relates positively to them.

Please send a resume and cover letter to: careers@camptwinlakes.org.