

JOB DESCRIPTION 2019

Position: Hospitality Manager

Classifications: Seasonal Staff



1676 Crystal Lake Road
Hughesville, PA 17737

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crystallakecamps.org

QUALIFICATIONS:

1. At least 18 yrs of age
2. Emotional maturity and stability; good moral character and integrity
3. Enjoyment of outdoor living
4. Love for children
5. Member of The Mother Church
6. Ability and willingness to work hard and independently
7. Great attention to detail

SUPPORT TEAM/CONTACT:

Camp Director

GENERAL RESPONSIBILITIES:

Maintain cleanliness and tidiness of Alford Hall, Lodge, Office, and other areas around camp. Coordinate the use of the guest rooms, and the turn over of the rooms for guests throughout the summer. Coordinate and manage camp laundry during the summer.

SPECIFIC RESPONSIBILITIES:

1. Give love and care to all campers at all times
2. Be a role model
3. Do your best
4. Carry out the camp mission and purpose in the course of your work.
5. Supervise and/or help instruct staff in camp housekeeping duties.
6. Do metaphysical work for self and camp each day.
7. Take initiative in the cleanliness of camp.
8. Advise, remind, and give reasons to campers regarding safety requirements, concerns for other people's rights, and personal health.
9. Assure that specific safety procedures have been followed regarding all housekeeping procedures.
10. Tidy main room of Alford Hall on a constant basis.
11. Tidy, clean, and sweep stage and stairs in Alford Hall on a daily basis.
12. Tidy and clean staff lounge when necessary.
13. Clean upstairs and downstairs bathrooms in Alford Hall, ensuring that they have TP, paper

- towels, and soap, and that garbage cans are emptied.
14. Check around outside Alford Hall to make sure it is free from trash.
 15. Sweep, vacuum, and dust Lodge.
 16. Clean bathrooms in Lodge, ensuring that they have TP, paper towels, and soap, and that garbage cans are emptied.
 17. Tidy and sweep office twice a week.
 18. Tidy and clean Lodge kitchen.
 19. Clean guest rooms in Lodge and Wanishi before and after guests leave.
 20. Sweep and tidy Lodge porches.
 21. Pick up dirty rags and bathmats every day, replenishing them with an ample supply of clean ones.
 22. Do any camp laundry such as cleaning rags or dish towels from the Lodge kitchen and camper cabins.
 23. Keep housekeeping facilities clean and organized.
 24. Coordinate and schedule laundry pick-up and drop-off with Camp Parent and Camp Administrator

CABIN RESPONSIBILITIES:

None.