

## **Cleaning Staff Job Description**

**Timeframe:** This job will be during Camp Onas's retreat and conference season: Mid-August, through Mid-June. The anticipated hours for this job are between 10 and 16 hours a month, with cleaning work being done at least two different days per month, ideally 2 weeks apart.

**Salary:** \$TBD, depending on experience. Staff will complete a time sheet, recording time worked to the nearest quarter of an hour, and the time sheet will be approved by the Director before payment. Please note time taken for lunch or other breaks. Round to the nearest quarter hour.

**Payroll:** Payroll is run on the 10<sup>th</sup> of each month. All local, state, and federal taxes will be withheld on the employee's behalf.

**Contract/ At-Will:** This is an at-will position, which may be terminated by the employee or the employer at any point.

**Responsibilities:** Responsibilities include cleaning, stocking (soap, paper towels, toilet paper), and upkeep of all indoor rental areas, as well as reporting any broken or missing items (lights, dripping faucets, missing cleaning supplies, items in need of repair) to the Directors.

The areas included in the cleaning responsibilities are in two separate buildings, a short walk from one another:

Dellview Building:

- Kitchen & Utility Room
- Great Room
- Small and large porches, door frames
- Staircase and Halls
- 4 bedrooms (one with kitchenette)
- 2 full and 2 half bathrooms
- Occasional office cleaning (main office and nurse's office)

Texas Building:

- Hallways and stairs
- Game Room
- "Theater"
- 5 bedrooms, 5 bathrooms
- "Stone Room" lounge

This position requires a detailed eye for cleaning, and requires that the person filling this position be able to envision being a rental guest using this facility, and focus on providing a comfortable place for guests to come and stay. In addition to doing a basic cleaning of the bedrooms and bathrooms, this staff member will regularly perform other less-frequent but routine cleaning tasks that are necessary to keeping accommodations in good working order. (Ex: Washing interior windows, cleaning out ovens, refrigerators, window sills, light fixtures, base boards, etc., on an ongoing basis).