



# CAMP GULF

10005 W. Emerald Coast Parkway Miramar Beach, Florida 32550

Job Title:	Housekeeping	Employment Status:	Workamper
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### Company Expectations:

CAMP GULF expects you to conduct yourself with the utmost integrity and honesty, knowing that you are representing CAMP GULF at all times, during work and off work hours while on the premises. As an employee, your attitude shall be that of friendliness, teamwork, and cooperation at all times. You are to be productive while on the clock and work your scheduled hours. CAMP GULF's Policies Manual is to be followed at all times and you are expected to exemplify the highest level of customer service.

### Job Descriptions:

Housekeepers are to work as a member of the cleaning team to assist in keeping the public areas neat and clean under the direct supervision of the Housekeeping Supervisor. A cleaning schedule will be provided for things that need to be cleaned daily, weekly and monthly. In the Housekeeping Department there are two different levels of cleaning for all buildings: "Deep Cleaning" and "Quick Cleaning". "Deep Cleaning" shall take place a minimum of once daily at every bathhouse and bathroom in the park. In addition, a "Quick Cleaning" shall be done twice daily. Refer to the standards for cleaning provided by your Housekeeping Supervisor. A "Full Detail Cleaning" is required for every cabin turnover. A "Cabin Cleaning Check List" is provided to ensure proper and thorough cleaning of each cabin. No personal laundry is to be done in the Cabin Laundry. Housekeeping is to report any issues and employee excellence or misconduct to the Assistant General Manager. The Maintenance/Projects personnel will always direct the guests to the SUNNYBOOK for what they need during their stay here and report any item that needs repairs to the Maintenance Department.

### Responsibilities:

- To keep "Guest Experience" first. (CAMP GULF - Campers Are My Priority)
- To clean 22 Family Style bathrooms.
- To clean 19 Cabins.
- To clean the William C. Gee Activity Center which includes all interior rooms with 2 bathrooms.
- To clean Betties Beach House.
- To clean Front Office, Store, Meeting room and Employee time clock room.
- To clean Manager's Offices including bathrooms.
- To clean main Laundry Room and Cabin Laundry.
- To keep supplies stocked when needed, providing supplies requests well in advance of the needs.
- To check lint from laundry dryers – 2x daily.
- Make and deliver Coffee Daily to appointed stations.
- To report to your Housekeeping Supervisor with any questions and concerns.
- To follow your scheduled hours.
- To follow CAMP GULF cleaning standards.
- To work both day and evening shifts during your workweek.

### Skills:

- Good communication and customer service skills.
- General knowledge on cleaning.
- To be able to work with, read instructions, and handle chemicals.

### Conditions of Work:

- Must be able to push/pull/lift up to 25 pounds. Job frequently requires use of arms, hands, and fingers. Requires walking, sitting, crouching, kneeling, and standing.

Name: \_\_\_\_\_ Signature: SAM RILEY Date: \_\_\_\_\_

*While this job description is intended to be an accurate reflection of the essential job required, management reserves the rights to modify, add, or remove duties from particular jobs and to assign other duties as necessary.*