



**PORTAGE
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CAMP

Cleaning Crew Job Description

Position Summary:

The Cleaning Crew supports the daily operation of camp by maintaining clean, safe, and welcoming facilities for campers, guests, and staff. This role focuses on cleaning cabins, bathhouses, common areas, and managing trash removal throughout camp. Cleaning Crew members work closely with the Facilities Director and Cleaning Crew Supervisor, participate fully in camp life and staff training, and may assist with program or operational needs assigned. This position requires a positive attitude, a teachable spirit, and a willingness to serve in a variety of roles while modeling Christian character consistent with Portage Lake Bible Camp and Evangelical Covenant Church values.

General Qualifications:

- Must be at least 16 years of age.
Staff of Senior High camper age are permitted and encouraged to attend Senior High week as campers.
- Demonstrates a personal relationship with Jesus Christ and a foundational understanding of the Bible.
- Models Christ-like character with a positive, servant-hearted attitude.
- Works well as a team player and is willing to assist beyond assigned duties as needed.
- Commits to living and working in alignment with the beliefs and values of Portage Lake Bible Camp and the Evangelical Covenant Church.
- Is eager and able to live and serve in a rustic, unplugged camp environment.
- Possesses a desire to encourage personal and spiritual growth in others.

Duties & Responsibilities:

- Responsible to the Facilities Director and Cleaning Crew Supervisor.
- Involvement in programming through attending events, games, chapel, etc. unless directed otherwise by the Facilities Director.
- Support counseling staff by engaging with assigned cabin throughout the day (as applicable) and sleeping in their cabin each night.
- Participate in and engage in all aspects of staff training and on-boarding.
- Timely attendance and participation in all staff meetings and debrief.
- Maintaining a clean and tidy cabin and all shared spaces.



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- Perform both routine and special cleaning tasks to maintain sanitation and order in all physical areas of camp.
- Trash removal from the dining hall (after every meal), cabins, and outdoor trash cans.
- Complete morning tasks:
 - ✓ Clean cabin bathrooms, refill paper towels and toilet paper, clean mirrors, take out the cabin trash (during chapel hour), check outdoor trash cans.
- Complete afternoon tasks
 - ✓ Clean common areas (ex: canteen, white house, welcome center, lakeside cross area, gaga ball, volleyball, broom ball)
 - ✓ Check all outdoor trash cans.
- Assist with maintenance or program needs per the Facility Director's assignment.
- Other tasks might include, but are not limited to sweeping, mopping, vacuuming, dusting, disinfecting doorknobs, washing windows, etc.

Cleaning Expectations:

- Restrooms
 - ✓ Thoroughly clean and sanitize toilets, sinks, and fixtures
 - ✓ Replenish supplies like toilet paper, paper towels, and hand soap. Empty trash bins
- Waste Management
 - ✓ Collect and dispose of trash from all areas, including dining hall trash to the dumpster.
 - ✓ Replace liners in trash receptacles in both inside and outside areas
- Supply Management
 - ✓ Restock cleaning supplies, paper products and toiletries in closets.
 - ✓ Ensure all cleaning equipment and products are stored safely and securely away from guests and campers.
- Maintenance and Reporting
 - ✓ Report on issues about maintenance or repair needs, such as broken equipment or damaged fixtures to the Cleaning Crew Supervisor
 - ✓ Adhere to all health and safety rules, including the proper and safe use of cleaning chemicals and equipment.
- Special tasks
 - ✓ May be required to handle special cleaning projects, such as carpet cleaning, heavy duty cleaning of walls, and emesis clean up.