HOUSEKEEPING ASSISTANT

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Maintenance
Period: Staff Training in June – July & August (exact dates set in contract)
Honorarium: $200/ week (plus room & board)

Purpose and Scope:

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks develop and nurture Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Housekeeping Assistant is focused on the successful upkeep, repairs, hospitality, care, and overall cleanliness of all of Camp Kwasind facilities and property. They will be part of the Housekeeping Team and will report to the Head of Maintenance. This is a seasonal summer camp position.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct, and core values of CBOQ & Camp Kwasind.
- Be a minimum of 17 years of age by the end of the calendar year.
- Have basic knowledge of cleaning, disinfecting, sanitation, and safe use of cleaning products, or a willingness to learn.
- Display initiative by recognizing what needs to be done and taking action.
- Value the importance of leading through service to others.
- Be organized, dependable, detail-oriented, and able to work independently and as part of a team.
- Have general knowledge of WHMIS and safe handling of cleaning chemicals, or a willingness to be trained.
- Valid First Aid and CPR certification are an asset.
- NOTE: This position requires physical activity, including lifting, bending, standing, and repetitive cleaning tasks.

Responsibilities:

- Attend and participate in Staff Orientation Weekend and Staff Training at the beginning of the camping season.
- Prepare for the camping season by becoming familiar with cleaning procedures, equipment, products, and sanitation standards.
- Gather the supplies and resources necessary to complete assigned housekeeping duties.
- Under the direction of the Head of Maintenance, ensure camp facilities are maintained to a high standard of cleanliness, including:
    - Cleaning and disinfecting washrooms, showers, toilets, sinks, and other high-touch surfaces.
    - Sweeping, mopping, vacuuming, and cleaning floors throughout camp facilities.
    - Cleaning camper cabins, staff accommodations, common areas, meeting spaces, and program facilities.
    - Emptying garbage and recycling bins and replacing bags.
    - Restocking washrooms with toilet paper, paper towels, soap, and other necessary supplies.
    - Completing additional cleaning and disinfecting tasks as required.
- Assist with the thorough cleaning and preparation of cabins, washrooms, and facilities between camp sessions and guest groups.
- Maintain the cleanliness and organization of housekeeping equipment, cleaning supplies, and storage areas.
- Follow all established cleaning procedures, sanitation standards, WHMIS requirements, and camp safety policies.
- Identify and report maintenance concerns, damaged equipment, sanitation issues, or cleaning supply needs to the Head of Housekeeping.
- Demonstrate initiative in identifying areas that require additional cleaning or attention.
- Work collaboratively with other housekeeping staff to ensure cleaning schedules and assigned tasks are completed efficiently.
- Be directly responsible to the Head of Maintenance.
- May be asked to serve as a Cabin Buddy, assisting with spiritual conversations, prayer for campers, and modelling Christian living.
- Attend all staff meetings, training sessions, staff Bible studies, faith practices, and weekly chapels.
- Actively participate in campfires, vespers, camper chapel, camp-wide games, and other programmatic elements as requested and as responsibilities allow.
- Other housekeeping-related duties as assigned by the Head of Maintenance or Property and Facilities Manager.

Your Support

- The Head of Maintenance – They will support and mentor you during your time at Kwasind with 1 on 1’s, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.