**GREATER NEW YORK CONFERENCE**

**JOB DESCRIPTION**

Recruiting for this position is being managed by Ariel Manzueta, Greater NY Conference Executive Secretary. Please send resume & employment application tosecretariat@gnyc.org.

**JOB TITLE:** Summer Student Worker **APPLY BY:** May 30, 2025

**DEPARTMENT:** Camp Berkshire **REPORTS TO:** Camp Manager

**STATUS:** Seasonal **SALARY RANGE: $15.50**

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**ESSENTIAL HOUSEKEEPING DUTIES AND RESPONSIBILITIES**

* Performs cleaning functions in assigned areas following established schedule
* Empties and cleans waste receptacle as needed, removes trash and relines baskets
* Removes all soiled linen and delivers to soiled linen room. Was linen and needed
* Dusts surfaces including lights, vents, curtain rods, ledges, ceiling vents, etc.
* Wipes and disinfects all furniture, window sills, ledges, railings and equipment as needed
* Mops and dries floors in rooms, corridors, stairs
* Cleans restroom fixtures including sinks, toilets, tubs, showers and mirrors
* Replenishes supplies in areas needed (toilet paper, etc.)
* Removes linen from beds, cleans and disinfects beds and bed rails; remakes beds. Observe and reports needed repairs of equipment, furniture, buildings and fixtures
* Keeps janitor closet clean and orderly
* Keeps supervisor updated on the status of tasks completed
* Completes daily work assignments; may require additional time due to heavy workload
* Maintains through, detailed work, and high quality of cleaning
* Comfortable working in fast-paced environment
* Willing to work flexible work schedules
* Physically able to be on their feet for extended periods. Heavy lifting required occasionally
* Other duties as deemed necessary by the supervisor

**ESSENTIAL FOOD SERVICE DUTIES AND RESPONSIBILITIES**

* Aids cooks in preparing meals
* Prepare simple meals such as salads or desserts
* Helps cook with food preparation duties for the day by cutting, peeling, or slicing as needed
* Assist with cleaning the kitchen and dining area by picking up trash, clearing and washing plates and dishes, and wiping down tables as needed
* Adhere to food safety standards at all times, making sure that all food is free of contaminants and pathogens that might make customers sick
* Clean pots, pans, and any other dishes in the kitchen as needed, adhering to safety and sanitation standards at all times
* Other duties as deemed necessary by the supervisor

**ESSENTIAL GROUNDKEEPER DUTIES AND RESPONSIBILITIES**

* Mowing lawn
* Trimming
* Watering plants
* Maintaining gardens and lawns, including planting, weeding, soil conditioning and mulching
* Preparing outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture, tying down unsecured items, etc.
* Operating and maintaining garden and landscaping equipment
* Other duties as deemed necessary by the supervisor

**ESSENTIAL POOL DUTIES AND RESPONSIBILITIES**

* Maintain neat and clean pool area and water at all times and perform everyday cleaning of pool
* Ensure that all furniture is in the correct place, when setting up in the morning
* Identify and report defects throughout the pool, notify supervisors and concerned departments immediately of hazards, injuries, equipment or processes that negatively affect the operations
* Other duties as deemed necessary by the supervisor

# LANGUAGE SKILLS: ENGLISH

* Working knowledge English/Spanish

**WORK SCHEDULE**

* Monday to Friday
* Weekends required
* Holidays required

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