PHILMONT SCOUT RANCH  BOY SCOUTS OF AMERICA

HOUSEKEEPER
POSITION DESCRIPTION

POSITION CONCEPT

Under the direction of the Head Housekeeper or Housekeeping Supervisor perform the tasks of this position as assigned to provide the best clean, efficient, and good appearing facilities. The duties and services performed shall be in accordance with the policies and procedures of the Philmont operations.

OPERATIONAL METHOD

The seasonal housekeepers are employed to allow for a complete and regular daily program of housekeeping that covers PTC Office, Administration Office, Museum and Villa as well as, duplexes, conference rooms, bathrooms at dining hall, conference rooms, laundry, assembly hall, Infirmary, Program Administration Office, CHQ laundry, bathrooms at dining halls, trading post, fitness room, leader’s meeting room, medics living quarters as well as cleaning their rooms when changeover of medics occur.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Thoroughly clean and re-supply bedding, towels, and other supplies in the Philmont Scout Ranch housing where assigned in a timely fashion after departure of guests.
- Thoroughly clean the assigned buildings daily.
- Walls and ceiling fixtures are cleaned as scheduled.
- Clean entrances and exits when needed.
- Change light bulbs when needed.
- Maintain and operate the laundry machines to maintain the need inventory of cleaning items to be used in the cleaning of facilities.
- Maintain and adequate inventory of cleaning supplies and paper products.
- Assist the other Philmont Housekeepers when assigned by the Philmont Housekeeping Supervisor and/or Head Housekeeper.
• All other duties as assigned by Head Housekeeper or Housekeeping Supervisor.
• Report any incident of theft, damage, or needs repairs to the Philmont Housekeeping Supervisor and/or Head Housekeeper. Insure that items left in housing units or buildings are turned into the buildings managers. Maintain a visual inventory of furnishings and other items.
• Work assigned hours and shift with 15 minute breaks in the morning and afternoon.
• Be aware and supportive of other department functions and responsibilities.
• Be able to lift and handle materials up to 30 pounds.
• Perform other duties as assigned to ensure that the mission of Philmont Scout Ranch is carried out.

MV
9/25/17