

**JOB DESCRIPTION**  
**Northeastern Ohio 4-H Camps, Inc.**

***CLEANING ASSISTANT***

**Qualifications**

1. Must be at least 18 years old (16 apprentice).
2. Must be willing to follow directions and other camp duties as assigned.
3. Must observe a habit of personal cleanliness.
4. Must be willing to work irregular hours.

**Responsibilities and general rules**

1. Responsible to the Northeastern Ohio 4-H Camps, Inc. through the Executive Director. Immediate supervision falls under the Maintenance Coordinator.
2. Follow instructions and take initiative to assist with projects.
3. Assist with light maintenance and custodial duties.

**General Responsibilities:**

1. Directly responsible to Northeastern Ohio 4-H Camp, Inc. Executive Director through the Program Director
2. Be present as a role model and participant while the Summer Camp Program is in session (including meals and evenings if scheduled to be on duty).
3. Participate in the required training and meetings.
4. Adhere to curfew policy, visitor policy, dress code policy and drug and alcohol policies.
5. Clean living quarters and assigned activity areas daily.
6. Be present in program area 15 minutes prior to scheduled activity.
7. Uphold established, posted rules approved by the camp.
8. Complete a written evaluation and final inventory at the end of camping season.
9. Responsible for the daily opening and closing of assigned areas.
10. All staff must conduct themselves in a proper manner consistent with 4-H philosophy.

**These statements are not to be taken as the final and only work to be done by staff members. Frequently it is necessary for individual staff members to cooperate on a project, which is important for the continued smooth operation of the camp. Such duties will be under the direction of the camp Executive Director.**