

CAMP TANNER JOB DESCRIPTION

Cleaner

The following are duties of the **CLEANER** at Camp Tanner and are in addition to requirements of all support staff as listed in the offer and contract.

Responsibilities Before Camp:

- a) Assists in set up in days prior to camp and ensures all supplies needed for cleaning are available on hand, including SDS Information Sheets for Chemicals.
- b) Obtains and submits a copy of WHMIS Training.
- c) Attends required part day pre-camp training.

Responsibilities During Camp:

- a) Is responsible to Camp Directors and Camp Tanner Inc. Board, but able to work comfortably with little direct supervision.
- b) Acts as a support to Senior Staff and helps where needed.
- c) Ensures all cleaning supplies and chemicals are used with proper personal protection and are supply closets are kept locked at all times.
- d) Reports any maintenance items or property issues to Camp Director immediately.
- e) Completes the following daily tasks:
 - i. Unlocks the gate by 7:00 am each morning.
 - ii. Sweeps Dining Hall after each meal and mops as necessary.
 - iii. Sweeps porch of dining hall.
 - iv. Bathroom and porto-potty cleaning: mirrors, toilets, floors, and frequently touched surfaces. Also restocking of paper products and gentle tidying of camper bathrooms.
 - v. Judges Cabin Clean Up with Kitchen Support Worker.
 - vi. Delivers approved food and utensils / plates to the staff lounge in the evenings and removes dishes and expired food in the mornings.
 - vii. Maintains drinking water (filled jugs and clean cups) supply in staff lounge.
 - viii. Removes all trash, recycling and compost from kitchen and dining hall.
 - ix. Mops the kitchen floor nightly once staff and cooks have vacated.
 - x. Locks gate at the end of each night.
- f) Completes the following tasks as needed:
 - i. Proper clean-up and removal of bodily fluids (vomit, urine, blood, feces etc).
 - ii. Laundering of linens or clothing; dealing with bedwetting or soiling.
 - iii. Gathers and tidies lost and found items (laundering them where needed).
 - iv. Maintains woodshed and fire starting supply.
 - v. Manages pests (including but not limited to: flies, bees, wasps, ants, rodents, raccoons and other wildlife) in co-ordination with Kitchen Support Worker and Camp Directors.
 - vi. Checks fly trap in kitchen and replaces sticky mats.
 - vii. Removal of campfire ashes if the pit becomes full.
 - viii. Assists with putting away food and water deliveries made during the week.
 - ix. Give gentle discouragement to local geese.
 - x. Supply trips off-site as requested by Directors.

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- xii. Replaces lightbulbs and fire alarm batteries.
 - xiii. Completes minor repairs or seeks assistance to do so.
 - xiv. Mops spills as needed (especially porch, dining room and change rooms).
 - xv. Any other spontaneous cleaning related tasks.
- g) Completes the following weekly tasks:
- i. Vacuuming and tidying of loft space in the Dining Hall.
 - ii. Cleaning all camp windows and doors.
 - iii. Take recycling items to road for pick up by 7:00 am Monday mornings (best done Sunday nights).
 - iv. Final check of all living areas, removal of garbage and recycling from all areas (cabins, staff lounge, director's hut, kitchen, trailer, craft cabin, and pool).
 - v. Final cleaning of the Dining Hall on Friday nights, sweeping and mopping.
- h) Sanitizes commonly used high touch surfaces in order to prevent the spread of COVID-19. A primary focus for the position will be the disinfection of high touch surfaces in the dining room and bathrooms

Successful applicants will be required to abide by all public health guidelines while at Camp, immediately preceding employment and in time between shifts at camp. Compliance with Camp Tanner policies related to COVID-19 PPE and public health best practice is required while on-site at Camp Tanner

Two positions are available:

1 Onsite Live In Cleaner (Paid at a Board & Lodge rate)

1 Day Shift Cleaner