

## POSITION DESCRIPTION

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<b>Position:</b>	Custodial Staff
<b>Department:</b>	Guest Services/Housekeeping
<b>Reports To:</b>	Base Camp Custodial Manager
<b>Desired Availability:</b>	May 26 – August 22

### Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

Base Camp Custodial staff are responsible for ensuring facilities within base camp remain clean, tidy and properly stocked. This includes sweeping, mopping, spraying and/or wiping down clean showerhouses, bathrooms, and meeting rooms as well as taking out trash and recycling.

### Primary Duties & Responsibilities

- Clean and sanitize shower house facilities daily by sweeping, mopping, spraying, and wipe downs
- Clean and sanitize public bathroom facilities including toilets, sinks, mirrors, floors, and other surfaces
- Restock public bathrooms with toilet paper and paper towels
- Haul and dispose of trash in dumpsters and break down and haul recyclables to the recycling center
- Stock and refill cleaning supplies, trash bags, and paper products in custodial closets
- Clean, sweep, mop, and restock meeting rooms after advisor meetings and other gatherings

### Qualifications/Experience

- No previous experience required

### Physical Requirements & Work Environment

- Ability to understand and follow written and verbal communications, instructions, and procedures
- Ability to read, understand, follow, and enforce safety procedures
- Considerable physical activity requiring ability to manipulate cleaning equipment including hand tools, hoses, vacuums and related equipment
- Ability to lift and manipulate heavy objects up to 50 pounds
- Exposure to potentially hazardous materials which requires following basic safety precautions
- Exposure to extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises

## **Additional Information**

This position requires hard, but essential work and involves a higher starting salary and more generous days off schedule than most other entry-level position at Philmont.

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*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 9/4/2020