

**OCEAN LAKES FAMILY CAMPGROUND
FACILITIES HOUSEKEEPING I**

- A. REPORTS TO:** Maintenance and Facilities Manager
- B. PURPOSE OF POSITION:** Perform housekeeping and general maintenance of Ocean Lakes and The Jackson Companies' facilities.
- C. CLASSIFICATION:** Hourly – Non-Exempt – Pay Grade 4
- D. DEPARTMENT:** Facilities Housekeeping
- E. DUTIES AND RESPONSIBILITIES:**
- Cleans restrooms, offices, break areas, parking lots, common areas and any other area specified by the Department Supervisor at Ocean Lakes Family Campground, The Jackson Companies, Ocean Lakes Village Parcels, SayeBrook Parcels, and Prestwick.
 - Completes frequent facility inspections for stock, cleanliness, maintenance issues and any safety issues.
 - Keep department shop/break room clean, organized and fully stocked.
 - Completes minor maintenance repairs and touch up painting at all facilities.
 - Assist with cleaning beach accesses and beach showers.
 - Assist the Warehouse in inventory count, WH facilities maintenance and organization details and manning the Warehouse as necessary (during peak season demands).
 - Completes work orders as assigned by Supervisor.
 - Provide outstanding guest service at every opportunity.
 - Understanding of internal controls.
 - Maintain confidentiality of information.
 - Positive attitude and professional communication skills.
 - Ability to interact well with others in a team environment
 - Promote a positive relationship with team members in all departments and divisions.
 - Additional duties as assigned.
- F. SAFETY RESPONSIBILITIES AND REQUIREMENTS:**
- Actively demonstrate, encourage, train and model safety rules and guidelines, in accordance with Company, along with local, state and federal law requirements.
 - Investigate loss producing incidents and review prevention recommendations with all employees.
 - Actively participate in the safety meetings, if requested by Management, providing and documenting safety training, if applicable, and offering improvement

suggestions. Ensure that all safety equipment is used at all times, i.e. safety harness, eye protection, hard hats, gloves, etc.

- Report safety or hazard concerns to management.
- Report any work-related injury to management.
- Take personal responsibility for safety every day.

G. QUALIFICATIONS/REQUIREMENTS/EXPERIENCE/EDUCATION:

- The knowledge of and ability to use basic maintenance tools and equipment is helpful.
- High School Diploma or GED is helpful.
- Must have reliable transportation.
- Must have a valid driver's license.
- Must have the ability to work on site for all scheduled hours.
- Physical requirements should include frequent lifting up to 50 lbs., active movement, walking, and standing, pushing, pulling, and bending.
- Physically able to stand and walk for extended periods of time.
- Must be able to perform outdoor physical labor in varying weather conditions.

H. SCHEDULE:

- Ocean Lakes Family Campground operates 7 days each week. Employees must be available to work a flexible schedule, including weekends and/or holidays as well as overtime hours, as necessary.

General sign-off: This job description is not all inclusive. The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: _____ Date: _____