

### About the Position

The **housekeeping/cleaning crew**, keep the campground facilities and property gleaming. They are responsible for maintaining a superior daily level of cleanliness at the properties located on the campground and Wolfe's Neck Center (WNC). As members of the WNC campground team, they are shining ambassadors for the Center, welcoming guests and fielding questions as they arise.

### About Our Organization

Wolfe's Neck Center for Agriculture & the Environment is on a mission to transform our relationship with farming and food for a healthier planet. We are a nonprofit education and research center situated on 626 acres of farmland, forest, and coast in Freeport, Maine. Our campus consists of an organic dairy program, livestock barns, diversified fruit and vegetable production, an oceanfront campground, and miles of wooded hiking trails. As a working farm located within a unique mix of ecosystems, we offer a remarkable and inspiring place for visitors of all ages to learn and play.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs general and deep cleaning and sanitizing tasks and services throughout the assigned property to trained standards and in a timely manner.
- Assists in cleaning and maintaining of cabins, comfort/camping sites, A-Frames, bathhouses, outhouses, laundry, staff lounge, guest areas, and other locations as needed.
- Operates designated UTV side by side and/or golf cart to transport cleaning supplies and complete tasks.
- Places and neatly tucks clean sheets and blankets on beds and replaces pillowcases.
- Loads washers and dryers and folds sheets and towels in laundry room as needed.
- Picks up and empties trash containers.
- Assists in other housekeeping duties termed as side work by the Cleaning Crew Supervisor or Visitor Services Manager.
- Participates in staff meetings and attends mandatory Orientation and training.
- Maintains professional appearance and dress at all times.
- Applies and follows organization policies and procedures, taking direction from the Cleaning Crew Supervisor and Visitor Services Manager.
- Must keep pace with demand from guests and co-workers during peak busy hours.
- Ability to be relatively flexible regarding hours.
- Performs other duties as assigned.
- All new hires are required to provide proof of COVID-19 vaccination (including booster) for employment. Wolfe's Neck Center follows Maine CDC guidelines for COVID-19 protocols and expects all employees to be willing to adhere to those safety measures.

### Other Requirements

Ability to establish, maintain, and foster positive and harmonious working relationships with guests and co-workers, in your department and across WNC; to get along with co-workers regardless of and with respect of differences, and to promote a positive work environment; to support co-workers and refrain from speaking ill or implying negativity toward a co-worker or guest during shift hours, in staff lounge, or in front of guests.

**Language Skills**

Ability to read and comprehend instructions, short correspondence, and memos; to compose simple correspondence in a friendly and professional manner; and to communicate effectively one-to-one and in small groups to customers and co-workers.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions provided in written, oral, or diagram form; and to address common guest issues and concerns.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Lifting: up to 40 lbs. with frequent carrying, crouching, walking, kneeling; transportation: use of hand trucks and the operation of a golf cart and UTV side by side to move stock.

**Terms of Employment**

This is a 32-40 hour a week seasonal position, running from May 15<sup>th</sup> to October 15<sup>th</sup>, 2022. A commitment to the entire camping season is required. The camp is open 7 days per week and work hours require evenings, weekends, and holiday work.

Compensation includes: \$16.00 per hour to be paid on a bi-weekly basis; potential for low-cost on-site housing or camping; free rentals for bikes, kayaks, and canoes (dependent on availability); discounted oceanfront camping (dependent on availability); 25% discount in the Farm Café and Farm Store.

**To Apply**

To apply, please submit a cover letter and resume to Tyra Parker, Visitor Services Manager at [tparker@wolfesneck.org](mailto:tparker@wolfesneck.org).

Wolfe's Neck Center for Agriculture & the Environment does not discriminate on the basis of any protected category. Applicants are selected based on their ability to perform the essential functions of the job, prior related work experience, and references from previous employers.