

Housekeeping Assistant Oakland Feather River Camp - Job Description



Job Title: Housekeeping Assistant
Full/Part Time: Full Time
Location: Quincy, CA
Compensation: \$17.40 - \$19.90 per hour
Duration: Seasonal
Dates: April 27 - August 7, 2026 or
April 27 - September 18, 2026
Classification: Hourly, Non-Exempt
Reports To: Facilities Manager

Position Purpose:

The Housekeeping Assistant supports the cleaning and upkeep of camp housing, restrooms, and shared facilities. This role works under the direction of the Housekeeping Coordinator to maintain a safe, clean, and welcoming environment for campers, staff, and rental groups.

Ideal Candidate:

The ideal Housekeeping Assistant is dependable, hardworking, and detail-oriented. They can follow established procedures, work efficiently both independently and on a team, and maintain a positive attitude while completing essential housekeeping tasks.

Essential Job Functions:

- **Facility Cleaning & Sanitization**
 - Clean and restock restrooms and bathhouses.
 - Follow proper cleaning and safety protocols.
 - Respond to incidents involving urine, feces, vomit, or other bodily fluids using appropriate PPE and sanitation procedures.
- **Housing Setup & Turnover**
 - Assist in preparing tents and cabins.
 - Move and arrange furniture.
 - Sanitize mattresses under supervision.
- **Trash & Recycling Management**
 - Collect and dispose of trash and recycling.
 - Keep camp grounds and housing areas tidy.
- **Inventory & Supplies**
 - Assist in maintaining supply stock.
 - Report low inventory or equipment needs to the Housekeeping Coordinator.
- **Team Support**
 - Assist the Housekeeping Coordinator and other staff during busy turnover days or special projects.
 - Assist with transportation of lending library gear for grant funded programs.
 - Assist with laundry of sleeping bags and linens used in grant funded programs.

Other Job Duties:

- Assist with tent canvas setup and care.
- Launder and fold rags and aprons.
- Perform other housekeeping-related tasks as assigned by the Housekeeping Coordinator or Facilities Manager.

Relationships:

Reports to Housekeeping Coordinator and Facilities Manager; Collaborates with other Facilities, Outreach, and Program staff as needed.

Equipment Used:

Including, but not limited to, the use and care of: Cleaning products and chemicals, mops, brooms, brushes, rags, buckets, washers/dryers, garbage and recycling receptacles, camp furniture, radios, and personal protective equipment.

Qualifications *(Minimum Qualifications and Past Experience)*

- **Required**
 - Age 18+
 - Ability to follow directions and complete housekeeping tasks.
 - Basic organizational skills; Ability to lift 50+ lbs.
 - Ability to work a flexible schedule including weekends.
- **Desired**
 - Previous housekeeping or janitorial experience.
 - Prior camp or recreation facility experience.
 - Valid driver's license.
 - First Aid/CPR certification.
 - Bilingual - Spanish (additional compensation).

Work Environment & Physical Aspects of the Position:

- Indoor and outdoor settings.
- Frequent standing, walking, crouching, and kneeling.
- Ability to safely handle cleaning chemicals with appropriate PPE.
- Physical stamina to lift and move supplies and furniture.
- Exposure to varied weather conditions.

Typical Day of this Position:

- Clean and restock facilities.
- Assist with housing turnovers.
- Collect trash and recycling.
- Support housekeeping team during high-volume days.
- Complete assigned housekeeping projects.

Typical Week of this Position:

Oakland Feather River Camp operates on a 7-day camp schedule with rotating staff days off. Most positions follow a five-day work week, but actual shift patterns, break timing, and days off vary based on role and department. Staff are expected to work all assigned shifts as scheduled to maintain smooth daily operations. All staff receive breaks and meal periods in accordance with California labor law.

This non-exempt hourly position is scheduled for five workdays per week. Shift lengths and break timing are determined by departmental coverage needs, particularly during peak camper activity times. Staff may work morning, afternoon, or evening shifts depending on the program and operational requirements. Shifts may include a longer midday break between coverage blocks to support camper needs.

Working at Oakland Feather River Camp

Our Organization Culture

At OFRC, we work hard and we play hard. We are committed to creating the best possible experience not only for our campers but also for our staff. Our community is open and welcoming to everyone—if you want to be here, we want you here!

Oakland is one of the most diverse cities in the country, and we strive to reflect that diversity in our camp community. We value feedback and growth, and we believe everyone—no matter their role or experience—has something to learn and contribute. Our team spans generations, from Gen Z to Baby Boomers, and we celebrate the unique perspectives each person brings to camp life.

Camp is an all-in environment. We pitch in for each other, adapt quickly, and find creative solutions together. You'll be challenged, supported, and encouraged to grow while surrounded by a team that truly has your back. If you thrive in a collaborative, hands-on workplace where community comes first, you'll feel right at home here.

Our Hiring Philosophy & Non-Discrimination Policy

Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions.

We also recognize that the outdoor and recreation industry has historically lacked representation from People of Color and other marginalized groups. At OFRC, we are committed to breaking that trend by creating a welcoming, supportive environment where diverse voices and lived experiences are valued and celebrated. Studies show that Women and People of Color are less likely to apply for a position unless they match every qualification listed. We know that the best candidate for a role may not meet every requirement, and we encourage you to apply and tell us more about your unique skills and experience.