

Sierra Christian Service Camp Guest Director Responsibilities

Please read carefully as some requirements may have changed. The following are expected to be among the duties of the Director of each and every camping session held at Sierra Christian Service Camp.

1. Meet with director upon arrival at camp and obtain paperwork for your camp. Ask any questions regarding operations of camp facilities and equipment.
2. Make sure that all vehicles are moved back to the main parking area after unloading. No vehicles are allowed within 30 feet of any building. This is required by the California Department of Forestry.
3. Assure that all campers conduct themselves in a Christian manner at all times and adhere to all policies of Sierra Christian Service Camp.
4. Make sure that there are no firearms, fireworks, alcohol, or other illegal substances present.
5. There is no gum or candy allowed in the cabins.
6. Report any deficiencies to the caretaker, no matter how small, so we may deal with them in a timely manor.
7. Upon departure, make sure the camp is as clean as or cleaner than it was when you arrived. Set aside time to walk through every building with the director to inspect them. Fees will apply for unclean facilities.
8. Be sure to read the Guest Group Rental Contract to know what materials and supplies are furnished by Sierra Christian Service Camp and what supplies you must bring.
9. Turn in the Guest Group Evaluation form upon departure.

Sierra Christian Service Camp Cleaning Requirements

In order to better serve you and make everyone's stay at Sierra Christian Service Camp an enjoyable experience, we ask that you adhere to our expectations of cleaning prior to departure.

GENERAL CAMP GROUNDS

1. Remove all litter
2. Pick up game and sport equipment and return to the sports shed.
3. Remove all personal items.

ALL CABINS

1. Sweep all bunks clean, and then sweep the floor.
2. Stack all mattresses on a top bunk away from any windows.
3. Put a little comet or bleach into the toilet and clean with a bristle brush (available in Kitchen)
4. Add a pinch of comet into the sink and wipe down the sink and counter.
5. Put some comet in the shower and wipe down the walls and basin.
6. Put all the trash in a trash can and tie the bag. Take the trash to the trash trailer.

MAIN BATHROOM & POOL BATHROOM

1. Obtain a broom, dust pan, and comet from the kitchen.
2. Sweep all floors.
3. Put a little comet into the toilet and clean with a bristle brush.
4. Add a pinch of comet into the sink and wipe down the sink and counter.
5. Put some comet in the shower and wipe down the walls and basin.
6. Put all the trash in a trash can and tie the bag. Take the trash to the trash trailer.

CHAPEL

1. Obtain a broom and dust pan from the kitchen.
2. Move and stack all chairs in one corner of the building.
3. Wet the floor with a hose to keep the dust down and sweep the floor.
4. Place the altar and benches as you found them.
5. Put all the trash in a trash can and tie the bag. Take the trash to the trash trailer.

KITCHEN

1. Clean the stove and grill. Remove the burner covers and clean around the burners.
2. Clean grill with black grill block and cleaning spray that is furnished. When using the grill block, go across the grill top to bottom until you have covered the entire surface, then go back across the entire surface left to right. Use water to wipe clean. Then empty the drip containers.
3. Empty grease trays into a coffee can and set aside for the director to dispose of.
4. Clean all food preparation areas and tables, and the coffee area cabinets.
5. Clean the serving area and windows.
6. Clean the warming oven (if used)
7. Clean the dish washer and the drain trap inside (back right corner).
8. Clean and wipe down all sinks and sterilizer area.
9. Clean reach-in refrigerator and the shelves.
10. Clean the bathrooms and mop the floors.
11. Take the rubber mats outside, hang them up, and hose them down.
12. Clean food mixer and utensils.
13. Clean the microwave.
14. Wash all dirty towels, washcloths, aprons and potholders. Dry them and put away in their proper place.
15. Sweep all the floors and mop with clean water and disinfectant. Change the mop water frequently; you may have to change the water 4 times.
16. Break down all boxes and put them in the garbage trailer.
17. Put all garbage in the garbage trailer, tied securely in a plastic bag.
18. Do not put liquids in the garbage trailer.

DINING HALL

1. Clean and stack all tables on their proper carriers and stack all chairs in one corner of the building.
2. Clean all counter tops where drinks and food are served.
3. Sweep the floor.
4. Mop the floor. Use water and disinfectant. Change the water regularly. You may have to change the water 3 times.

FEES FOR UNCLEAN FACILITIES

The following charges will appear on your final billing for un-clean facilities:

1. \$50 for each Cabin or Bathroom
2. \$200 for the Kitchen or Dining Room.
3. Grounds keeping charges vary depending on the amount of litter and work required to return the camp to an up kept state.

Thank you for your cooperation with helping to keep Sierra Christian Service Camp a clean and beautiful place.

Signature _____