

Mother of Hope Camp
Job Description

Job Title: **Maintenance**
Classification: ***Nonexempt (Seasonal)***
Reports to: *Camp Director*

Position Purpose:

Under the direction of the Camp Director, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp.

Essential Job Functions:

1. Maintain camp grounds
 - ♦ Operate necessary grounds care equipment such as mower, tractor, chain saws, etc., in safe and efficient manner.
 - ♦ Be aware and make necessary changes to hazards found on camp grounds.
 - ♦ Rake, mow, and clear debris from trails, walkways, and roadways
 - ♦ Manage insect/pest prevention and treatment
2. Assist in the repair of buildings and facilities.
 - ♦ Make minor repairs as needed
 - ♦ Paint, stain, & clean buildings
 - ♦ Remove debris from roofs, gutters, drainage areas, and around foundations
 - ♦ Maintain cleanliness & organization of storage & maintenance buildings
 - ♦ Maintain a current list of hazardous materials and report necessary supplies to be ordered to Director
 - ♦ Maintain & clean camp vehicles
3. Perform janitorial and general maintenance duties
 - ♦ Sweep, wash floors, clean restrooms, clean office, put up and take down shutters – repair same;
 - ♦ Dispose of trash and waste. Manage recycling.
 - ♦ Retrieve lost & found items and store in a neat and visible location
4. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
 - ♦ Assist with emergencies on physical plant and site.
 - ♦ Assist in conducting initial and end-of-season inventory
 - ♦ Store equipment for safety.
 - ♦ Follow schedule for checking physical plant and equipment for safety, cleanliness and good repair.

Other Job Duties:

- ♦ Unlock all buildings and raise shutters in all buildings every morning
- ♦ Fill water coolers and place in playground, field, waterfront, lunch pavilion, nature shed
- ♦ Wash & store water coolers after camp each day
- ♦ Assist with set-up and take-down of equipment for special events & programs
- ♦ Report to Camp Director daily

Qualifications: *(Minimum Qualifications and experience)*

- ♦ Must be 21 years of age or older.
- ♦ Must be able to obtain or become certified in First Aid/CPR.
- ♦ Must submit health history record and examination form prior to first day of work.
- ♦ All final applicants will be subjected to a criminal background check.
- ♦ Current and valid driver's license

Knowledge, Skills, and Abilities:

- ♦ Ability to work on a team, relate and work well with others.
- ♦ Self starter and organizer.
- ♦ Ability to accept guidance, direction and supervision.
- ♦ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- ♦ Basic grounds keeping, mechanical, janitorial, maintenance, and carpentry skills.

Physical Aspects of the Position:

- ♦ Ability to understand and implement safety regulations and procedures
- ♦ Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- ♦ Ability to walk, stand, bend, climb, and stretch
- ♦ Ability to safely and properly use power tools and equipment
- ♦ Ability to safely drive van, truck, tractors, and other motorized vehicles
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).