

## **JOB DESCRIPTION FOR MAINTENANCE WORKERS**

**POSITION:** Maintenance Worker

**RESPONSIBLE TO:** Maintenance Manager

### **QUALIFICATIONS**

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Police Record Check is required upon application.

### **RESPONSIBILITIES**

#### **General:**

1. Actively pursue and encourage a Christ-centred, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

#### **Specifics:**

Maintenance Workers are in charge of the general maintenance of Camp buildings and property. This includes the following:

1. Ensure supplies are available and overseeing cabin CD (clean up) areas.
2. Undertake any projects that need to be done, ie: mowing lawns, chopping firewood, building evening campfires, etc.
3. Be readily available to assist with short-notice clean-ups or repairs (e.g. plunging toilets, cleaning up spills, etc.)
4. Help in general maintaining of camp vehicles, i.e. filling up gas.
5. See that all garbage is properly disposed of.
6. Handle all food and materials transported in and out of camp on a daily basis.
7. Put away food after it is brought into camp.
8. Make special trips into Caroline or Red Deer for supplies, etc., as needs arise.
9. Take charge of specific transportation needs that arise, i.e. out trips, staff trips, etc. **ONLY DESIGNATED DRIVERS** (designated by the Maintenance Manager) **ARE PERMITTED TO DRIVE CAMP VEHICLES.**
10. Work in co-operation and conjunction with the Maintenance Supervisor and other workers, both full-time and volunteer.
11. Support, train and disciple LDTs when assigned to maintenance.
12. Assist with dramas according to skills and giftings.
13. Assist in Sunday camper registration and Saturday camper pick-up as assigned. Most specifically with parking.
14. Attend and participate in all Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere.