

Wanakee United Methodist Center

Job Description

Job Title: **Maintenance Assistant**
Reports to: *Executive Director*

Position Purpose:

Under the direction of the Executive Director, assist in the cleaning, 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 etc., in safe and efficient manner.
 - ♦ Be aware and make necessary changes to hazards found on camp grounds.
2. Assist in the repair of buildings and facilities.
 - ♦ Make minor repairs as needed
3. Perform janitorial and general maintenance duties
 - ♦ Sweep, scrub, wash windows, mop, vacuum etc.
 - ♦ Dispose of trash and waste. Manage recycling.
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:

- ♦ Other duties as assigned by the Executive Director, including event support.

Relationships:

- ♦ Communicate professionally and consistently with volunteers, counselors, kitchen, and program staff.

Qualifications: (*Minimum Qualifications and experience*)

- ♦ Ability to work in and foster a Christian environment as part of a team of camp staff.
- ♦ A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business.
- ♦ Valid and current driving license.
- ♦ Age 18 strongly preferred

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.

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 and stretch
- ♦ Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- ♦ Ability to safely and properly use power tools and equipment
- ♦ Ability to safely drive cars, light trucks, 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).

Willing to live in a camp setting and work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.