

## Job Description For Maintenance Assistants

### **Minimum Qualifications**

- Mature, capable, mechanically-oriented person
- Ability to accept Janitorial duties
- Ability to be on time and be schedule oriented
- Ability to enforce rules and regulations
- Ability to accept guidance and supervision from, and work with others
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Self-starter and organizer
- Good character, integrity, and adaptability Enthusiasm, sense of humor, patience, and self-control
- College student or at least 18 years of age

### **Responsible To**

Executive director, Summer Director, Maintenance Supervisor, Food Service Manager, Leadership Team

### **Camp Goals**

To Assist in every Day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camp Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

### **General Responsibility**

To maintain the grounds and facilities of camp.

- Assist in moving materials and supplies to appropriate areas in camp as needed
- Be available during all times when campers are present for emergencies
- Assist in maintaining grounds to reduce the risk of danger or injury to persons using grounds and facilities
- Assist in all repairs
- Assist with trash pickup
- Cleaning of bath houses
- Cleaning of all bathrooms
- Sweeping and Mopping of all floors
- Maintaining igloos with water for camper consumptions

### **Specific Responsibilities**

- Janitorial duties are the first priority.
- Assist and coordinate maintenance activities.
- Coordinate maintenance activities
- Maintain facilities for trash collection
- Attend staff training as allowed
- Assist in moving materials and supplies to appropriate areas in camp as needed.
- Maintain inventory of maintenance supplies and equipment.
- Be available during all times when campers are present for emergencies.
- Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities.
- Monitor sewer system.
- Followed assigned cleaning schedule
- Maintain lawn by mowing or weed whacking
- Maintain a log of hours worked, worked accomplished and time off each day.
- Hand in log daily to camp director
- Inspect camp for trees that may need thinning and limbs removed
- Assist in transporting camper luggage during incoming and outgoing day
- Communicate daily with maintenance director for a workable and productive schedule.
- Complete reports for review by camp director on progress, problems, and projections for repairs and replacement.
- Serve Food in compliance with USDA, ACA and Health Dept. Codes
- Clean the Dining area and cooler-sweep and mop floors.

**Specific Responsibilities Continued**

- Assist the counselors with cabins in the evening.
- Sleep in assigned cabins at night time.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions**

**Must be able to**

Observe what needs to be done  
Communicate with staff  
Operate electrical and mechanical equipment safely  
Has physical strength (to lift, load, unload, mop, repair, move food and supplies etc.)  
Relate to camper needs  
Keep neat, orderly log of hours  
Assist campers or staff  
Get to remote locations on camp property quickly  
Observe and assess unsanitary or unhealthy conditions of camp  
Observe camper behavior  
Identify and respond to hazards  
Work with different age and skill levels  
Plan and conduct activity  
Assist campers in emergency (fire, evacuation, illness, or injury)  
Observe loading and unloading of buses and vans  
Possess strength and endurance required to maintain constant supervision of camp.

**WORK HOURS:** Work week will be from Sunday approximately 12:00 PM until Saturday after the campers depart around 12:00 PM. Hours to be worked are to be worked out between the executive director, the camp director.

**All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday noon.**

**NIGHT OFF:** We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

**I have read the above job description and understand my responsibilities.**

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**Print Name** **Date**

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**Signature** **Date**