

Camp Jordan Janitor/Maintenance Person

Duties and Responsibilities

Qualifications & Experience:

- Must have a mature, growing relationship with Jesus Christ as their personal Savior.
- Must sign and adhere to the Statement of Faith and Ethical Conduct Policy.
- Must be able to take constructive criticism, be self-motivated, enthusiastic, resourceful, and have the ability to work unsupervised.
- Ability to take direction from and be responsible to Camp Director and Program Director.
- Must complete a current Criminal Record Check/Child Abuse Registry Check.
- Familiarity with ride on lawn mower, grass trimmer and other tools used for maintenance.
- Prior maintenance work would be an asset.

Responsibilities:

Before Camp Starts —

- Mow all grass on camp property when contacted by Camp Director.
- Use grass trimmer around all buildings, steps, campfire, benches, grass on both sides of the driveway leading up to the camp etc.
- Keep a stack of wood beside the outdoor camp-fire "rock" and suitable wood & kindling beside the indoor fireplace.
- Clean out the large green wooden bin close to highway and all compost green carts.
- Perform all assigned maintenance jobs, including preparations for the opening of camp.

During the Camping Season —

- Mow and trim grass as assigned.
- Do maintenance work as assigned.
- Each day clean up all garbage on grounds.
- Help Kitchen Director bring groceries into kitchen & walk-in cooler on grocery days.
- Clean washroom building as scheduled, including counselor's washroom.

- Clean in Lodge/Dining Room as scheduled.
- Keep the shed organized and clean.
- ALL garbage to be taken to green garbage bin (including Green Carts) the day before garbage pick-up. Compost carts are to be brought back to camp after they have been emptied and washed.
- Prior to the closing of camp, you will be given a list of duties to be completed before the last camping day.
- Submit a written evaluation, to the Personnel Committee, of your job and responsibilities and include any suggestions you have for improvements that could be made to the maintenance/janitorial department.

Approved by CJ Board 2016