

LUMSDEN BEACH CAMP

JOB DESCRIPTION - MAINTENANCE PERSON

GENERAL DESCRIPTION:

Perform general maintenance, repair and clean-up duties at camp. Works with other camp staff in a cooperative manner to provide a safe and healthy environment for campers, staff and volunteers.

QUALIFICATIONS:

- **Must be at least 18 years of age.**
- **A vehicle and a valid class 5 driver's license are recommended.**
- **Able to do general maintenance, basic carpentry, painting, minor repairs and clean up.**
- **Is dependable, safety conscious, responsible, cooperative, self-motivated, mature & physically able to perform job duties.**
- **Able to work independently and follow written & verbal instructions.**
- **Must be flexible, cooperative and willing to work in a team environment with staff, volunteers and camp Board members.**
- **Has knowledge of swimming pool maintenance. Has or is willing to obtain the "Pool Operator's" Course.**
- **Should have knowledge of the handling & storage of poisonous material. Having the WIMIS Course is a definite asset.**
- **Lives his/her Christian faith and is willing to be an example to others.**

RESPONSIBILITIES AND DUTIES:

- **Is accountable to Lumsden Beach Camp Board and reports to the Camp Director while at camp.**

General Duties (applicable for entire term of employment)

- **Perform building and facility repair and maintenance as required (e.g. install/fix screens, painting, staining, carpentry, insulating, etc.).**
- **Ensure camp facilities and grounds are safe for campers (fill gopher holes, clean-up boards with nails (remove nails), ensure all poisonous substances are safely locked away).**
- **Cut, water & rake lawn around pool as necessary (usually at least once a week).**
- **Take bi-weekly tests of the well water (well, kitchen & washroom) or more as required & ensure they are delivered to Sask. Health for analysis. Obtain test results via phone & inform Property Committee ASAP regarding results. Take immediate action if treatment of water is required.**
- **Records daily log of jobs performed in a binder (binder to be supplied by the Property Committee).**
- **Ensure paper towels, toilet paper, soap, etc. are in ample supply for all rental and summer camps.**
- **Checks propane tank twice per week to ensure that sufficient amounts of propane are on hand. Reorders propane when needed and gives receipts and delivery slips to the Board Treasurer.**
- **Does/authorizes repairs & maintenance up to \$50.00. Contacts Property Chair for repairs >\$50.**
- **Handles small purchases from petty cash as arranged with the Board Treasurer.**
- **Responsible for upkeep and maintenance of tools and tool shed. Tool shed is to be kept tidy and tools returned to shed when not used.**
- **Monitor washroom septic tanks to see if they need pumping out. Call to arrange for pump-out service for washroom & kitchen as required.**
- **Cut the lawns and weeds with the power mower in the vicinity of all buildings as needed. Use gas**

- weed whip where mower is impractical.
- Open gate in morning and lock gate in evening {open 7:00 to 7:30 a.m. & close appr. 10:00 p.m.}.
- Maintain lawnmowers, weed whippers, etc. in proper order at all times - oil, filter, repairs, etc. Keep records of all maintenance work done on equipment.
- Trim foliage in chapel area, along trails & roads (Nurse's cabin to campfire pit; to canoes; to tree house; playground to cook out pit, etc.)
- Water "D" play area frequently and small trees as necessary.
- Open shutters on dining hall before breakfast depending on the weather. Close shutters immediately with inclement weather and before dark.
- Recycle all cardboard - fold up cardboard and place in bins for pickup.
- Perform all other tasks as assigned by Camp Director and/or Property Committee Chairman.
- May be called upon to assume the role of Director in emergency or in her/his absence (must be 21 years of age to assume the role of Director).
- Supervises & assigns duties to volunteers helping with maintenance.
- Meets with the Property Chair at a mutually arranged time to discuss progress, evaluation, review binder with jobs performed, priorities for the next week, etc.
- Clean-up fire pit areas. Chop & stack wood if required for all rental camps and summer camps.
- Remove dead trees & branches from camp area and regularly used paths. Trim trees & brush from regular used paths and road from the gate.

Specific Tasks for Rentals (non-staffed) and Pre-Summer Camp Period

- Must be knowledgeable with the Board's rules and policies concerning non-staffed rental camps as per the rental guide.
- When on-site during a rental, ensures that rental groups comply with the rules and policies of Lumsden Beach Camp as published in the Rental Guide. Speak to the rental group at the start of their rental and remind them of the rental rules and policies, especially some of the more important ones.
- Do a pre-rental inspection (checklist) of buildings and facilities with the rental group if the Rental's Committee is unavailable to perform this task.
- Notifies a member of the Rental Committee in circumstances where policies and procedures are not being complied with.
- After each rental, independently or together with a member of the Rental's Committee, inspect all buildings and equipment used by each rental group for damages. Records damages and the time & material required to fix/repair damages. Notifies a member of the Rental Committee as required.
- When on-site for facility rentals provide the rental group with assistance when required (e.g. provide and collect keys, assistance with the pool, power/propane problems, etc.)
- Clean swimming pool to remove mineral staining by using muric acid & water solution.
- Fill the swimming pool and ensures all pool equipment, pumps, etc. are functioning properly.
- Maintain the swimming pool and pool area on a daily basis. Includes vacuuming the pool; testing pool water quality daily; adding pool chemicals; Ensure pool cover is put on every night.
- Record daily pool testing results in a logbook.
- Responsible for upkeep, cleanliness, and safety of the pool filter room.
- Ensures Pool Heater is turned off during electrical storms and at the end of each camp.
- Together with Property Committee, ensure water tank is cleaned & disinfected.
- At the beginning of the season, test water from well, washroom area & kitchen. Property Committee to be informed of results.

- Put up the Volleyball net.

Typical and Specific Duties Related to Day Camps & Overnight Staffed Camps

- Must be knowledgeable with the Board's rules and policies concerning staffed camps as per the Rental Guide.
- Ensures that rental groups comply with the rules and policies of the Lumsden Beach Camp as published in the Rental Guide. Notifies the Director in circumstances where policies and procedures are not being complied with.
- Open gate for day camp groups in morning.
- Get pool ready for use, helps get camp, facilities & equipment ready for day campers.
- Along with the Aquatics Director set up canoe rack in launch area; make sure canoes are ready for use.
- Builds fire for wiener roast, helps with food preparation & wiener roast.
- Leads activity groups when required.
- Review day, plan & prepare for next day camp together with Camp Director and Aquatics Director.
- Inspects all buildings and equipment used by each rental group for damages. Records any damages and notifies the Director, or in his/her absence, a member of the Rental Committee.

During Summer Camp Period (some tasks also apply to pre-camp period)

- Attends the United Church Workshop on Harassment at the on-site Staff Training Event.
- Post a job list sheet in Dining Hall area at beginning of camp season. Checks job list sheet periodically and ensure jobs are done/performed based on priority. Check off tasks as completed.
- Take garbage to bins: kitchen twice daily, after breakfast and after supper; from washrooms as needed. Ensures that garbage from Cookout Pit is brought to garbage bin by the counsellors.
- Picks up miscellaneous items as requested by the Camp Cook or Director.
- Make sure cabins are clean after each camp before counsellors leave.
- Open gate in morning and lock gate in evening {open 7:00 to 7:30 a.m. & close appr. 10:00 p.m.}.
- On Camp Board meeting nights to be left open later.
- Sweep or vacuum outside screens on dining hall weekly. Wash windows on dining hall every second week or as needed. Keep area under and around the dining hall clean.
- May be requested to participate in camp programs and activities by the Director.
- Back up to the Aquatics Director for the maintenance of the pool.
- Attend pre camp meeting always and staff meetings as requested by the Director.
- Expected to attend Board meetings while on staff and give a progress report. Not required to attend the full Board meeting.
- Is a member of the Occupation & Health and Safety Committee for the summer.

End of Summer Camp Season

- Responsible for all camp close-up duties/tasks after all summer camps are finished. Check with Property Chairperson or Board staff support liaison for a list of duties and to confirm procedures. Note: Normal annual close up procedures may vary depending if there are rental groups in late August & early September.
- Assists Aquatics Director empty the swimming pool and carry out other pool close down & clean-up duties.
- Put window covers on buildings; water all small trees.

- Take carpet off archery range building and store away.
- Make sure all canoes are in storage.
- Empty all outside garbage barrels.
- Clean up fire pit areas for next year (e.g. stack wood, cut wood, repair benches, empty ashes at pits).

- Pack up all tools and other camp valuables to be transported to the city for winter storage.
- Take down volleyball net, basketball hoop and tetherball equipment.
- Clean up living premises from the summer (i.e. staff cabin).
- Put mouse & rat poison in cabins and ensure electric mouse repellents are in place in other buildings.
- Prepare and submit a written (typed) report at year-end for the Board by September 1. Hands in to Property Committee or the Board Chairperson. Report should outline work accomplishments and include recommendations, suggestions & concerns. Prepare a condensed/short report (1 - 2 pages) for the Camp's Annual Report.
- Suggests changes or revisions to the Job Description for the Maintenance Person as warranted.
- Will be invited to attend a meeting with the Leadership and Personnel Committee to discuss final report and receive final performance evaluation from the Board.

Revised: January 2006

