

Position Title: Maintenance Assistant
Department: Maintenance
Reports to: Senior Maintenance Person and Executive Director
Effective Date: January 2018

The maintenance assistant is responsible for bringing the mission of Gracefield Christian Camp and Retreat Centre to all guests, campers and staff. The team fulfils the mission through the ministry of hospitality. The maintenance assistant is supervised by the senior maintenance person and is responsible for the upkeep, repairs and cleaning of the entire camp property including trails. Tasks will be assigned by the senior maintenance person and can include but are not limited to garbage collection, firewood delivery, trail clearing, general housekeeping duties and general maintenance. The maintenance function focuses on providing a safe environment into which all guests, campers and staff may receive a friendly welcome

Specific Requirements

- Will attend daily and weekly staff meetings including staff Bible studies
- Will be responsible for awareness and performance of fire, safety, and emergency procedures.
- Other duties as assigned by the Executive Director.

Position Requirements

- Pleasant and open personality, ability to relate to guests and campers.
- Education in one of the following areas is an asset: mechanics, engineering, construction, electricity, carpentry, or plumbing.
- Punctual and dependable
- A committed Christian, with a dedication to Christ and his/her church.
- Gives attention to detail, sets high standards of service, cleanliness and tidiness.
- Stamina and endurance which enables the person to perform long hours of physical work.
- Able to lift 20 kg unaided.

Screening Procedure: In accordance with the Leading with Care policy of The Presbyterian Church in Canada, a reference check and a Police Records Check including a vulnerable section search will be required.

Support, Supervision and Evaluation: The maintenance assistant is both supported and supervised by the senior maintenance person. A monthly evaluation will be completed by the senior maintenance person.

Schedule and commitment: The maintenance assistant will live on the property for the duration of the contract and will be provided accommodations and meals. This is a seasonal position from July 2 to September 1. This position requires a 24 hour schedule (in case of emergency) with daily time off as assigned by the senior maintenance person. The maintenance assistant will receive a 32 hour period off each 7 days.