

Position Title: Maintenance Assistant
Reports to: Supervisor / Managing Director

Responsibilities and Goals

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 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.

Organization and Structure

The maintenance and housekeeping team 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 function focuses on providing a safe environment into which all guests, campers and staff may receive a friendly welcome. The maintenance assistant will work with and take direction from the senior maintenance person and ensure all camp property and buildings are safe and well maintained.

Position Requirements

- A committed Christian, with a dedication to Christ and his/her church.
- 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
- 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.

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 or designate.

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 weekly 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.