



Position: Maintenance Assistant

Reports to: Managing Director (MD)

Schedule and commitment:

June to August. This is a 24-hour responsibility, when LIT campers are on site, with time off each day. In addition, staff receive one 32 hour period off each week.

General description:

Maintenance is responsible for the upkeep and care for the facilities and infrastructure at Gracefield Christian Camp and Retreat Centre. Maintenance shares the responsibility for the overall guest experience at camp by ensuring that everything is in good order and working properly.

Specific Responsibilities:

Maintenance:

1. Cut grass with ride-on and push mowers including trimming and maintain flower beds
2. Ensure campsites are cleaned and firewood provided for rentals
3. Ensure garbage and recycle is collected frequently and stored appropriately
4. Maintain cleanliness of the camp property including buildings, ensuring that tools are not left out and that areas where work is taking place are cleaned up at the end of each day.
5. Be prepared and have commonly used products in stock
6. Notice and action any areas in need of repair and when required, request the necessary assistance to complete the repair.
7. Prioritise work according to the list of tasks, with attention to safety of guests
8. Work with Operations Manager to contact appropriate professionals for repairs that cannot be completed by staff onsite
9. Attend applicable staff meetings including staff Bible Study as frequently as possible

10. Be responsible for awareness and performance of fire, safety, and emergency procedures, and perform regular checks to ensure fire safety equipment is in good order.
11. Provide regular updates with regards to the property & facility maintenance including any immediate concerns especially where safety is an issue
12. Work with the Operations Manager in Co-ordinating the use of camp equipment and tools.

Within reasonable limits, perform other camp duties as instructed by the Managing Director.