

MAINTENANCE ASSISTANT

BROAD RESPONSIBILITIES:

The Maintenance Assistant is responsible for the regular maintenance routines which help keep Camp Kintail safe, clean and operational. They work with the Executive Director and Site Manager to ensure the preservation and development of the Camp Kintail site.

RESPONSIBLE TO:

1. Be aware of and adhere to all camp regulations and policies.
2. Participate in training sessions held prior to camp sessions and in ongoing training sessions throughout the summer.
3. Work with the Site Manager in supervision of camper duties, ensuring that proper and adequate supplies are provided.
4. Help to keep all staff areas safe and clean.
5. Assist in unloading all trucks and supplies.
6. Help with dishes twice a day with the Kitchen Staff. One of you should always start dishes, get them ready to go and begin. (exception when VOK is in session)
7. Ensure that kitchen compost is emptied after lunch and supper.
8. Ensure the recycling and cardboard behind the kitchen is cleared at the end of the day.
9. Assist the program staff in camp programming, closing chapel, camp wide FLASH opening/closing days, and other duties, as time permits.
10. Attend all staff meetings and daily staff FLASH. Maintenance Assistants are expected to attend Staff FLASH immediately after supper dishes are completed.
11. Perform all other duties as assigned by the Executive Director with generosity and team spirit.
12. Participate fully as a staff member and by word and deed encourage a faithful Christian witness.

QUALIFICATIONS:

1. Completed a Leader in Training program and/or applicable training program.
2. A personal living faith.
3. Experience working with children.
4. A willingness to work in a team environment.
5. Standard First Aid with CPR "C".

DIRECTLY RESPONSIBLE TO:

- The Executive Directors
- The Associate Director
- The Site Manager