

# CAMP TOWHEE

## SUMMER STAFF JOB DESCRIPTION

**POSITION: Maintenance Support**

**REPORTS TO: Camp Director and Property Manager**

### JOB SUMMARY

To work in conjunction with the Property Manager and other maintenance staff to provide garbage removal, repairs and improvements to facilities and equipment, work projects (e.g. painting, staining, etc.), and any other required maintenance duties and projects. To provide cleaning services and paper supply re-stocking, when required, and to assist in the laundry room when needed. Overall, to work to maintain the safety, cleanliness and hygiene of the camp, in general, in order to ensure the well-being of campers and staff. To work as part of the Support Staff Team and part of the overall staff team by assisting in other areas of the camp as required and when available by participating in special camp-wide theme programs, theme meals and staff socials. To maintain professional boundaries with campers at all times. To adhere to and interpret to other staff and campers the policies and procedures of Camp Towhee, and to act as a positive role model at all times.

### DUTIES AND RESPONSIBILITIES

#### 1) DAILY MAINTENANCE SCHEDULE

##### **Before Breakfast (8:15 – 8:30):**

check dining hall bathrooms for paper products and soap, and restock as needed

##### **After Breakfast:**

Dining Hall:

**sweep and mop** kitchen service area, dining hall, and loading dock area

check garbage and take full bags to bin

##### **Just Before Lunch:**

check garbage in dining hall and take to bin if full

##### **Following Lunch:**

**sweep** kitchen service area and dining hall

take out garbage

complete morning jobs if necessary

##### **Afternoon:**

camp-wide work projects and maintenance jobs (regular repairs and construction) as assigned by Property Manager

check and collect all garbage around camp and help take it to the dump

##### **After Dinner:**

sweep dining hall, washrooms and kitchen service area

check and collect garbage

check dining hall washrooms and refill with supplies if necessary

**Maintenance Support Staff Cont'd.**

**2) Assist in Camp Program Areas by:**

- checking equipment and program areas regularly for safety and cleanliness
- reporting any unsafe conditions immediately
- following up on repairs and maintenance required as assigned by the Property Manager or Camp Director

**3) Meet regularly** with the Site Manager and Camp Director for debriefing and supervision sessions, and to assist in the planning and implementation of special camp-wide theme days, evening programs and other camp activities

**4) Participate fully as part of the overall staff team by:**

- working cooperatively with all other staff
- supporting and interpreting to other staff and campers all camp policies
- acting as a positive role model at all times
- assisting in the overall camp program by suggesting ideas, giving leadership when required and completing all duties as assigned

**5) OTHER RELATED DUTIES**

- perform all other related duties as assigned by the Property Manager or Camp Directors