

POSITION DECLARATION

PART I

TITLE:

Cleaning and Maintenance Supervisor at Camp Alexander Mack, Inc.

FUNCTION:

Prepare buildings and grounds for groups and maintain cleanliness while groups are at the camp, supervising general workers in this area. To perform scheduled and preventative maintenance as assigned by the Facility Director

LINE OF AUTHORITY:

Directly responsible to the Facility Director.

REPORTABILITY:

Meet at least weekly with the Facility Director regarding job objectives, cleaning schedules, assignments, etc. Meet annually with the Facility Director for employment review and evaluation to review position declaration, standard of performance, and work review.

ACCOUNTABILITY:

The person shall be accountable for working as a team member with other staff, upholding camp policy, and extending courtesies and services to the guests and other persons on the grounds. Counseling statements will be filled out and turned into the Executive Director according to standard policy.

ESSENTIAL FUNCTIONS:

1. The ability to lift 50 lbs. and to carry it for up to 100 feet.
2. The ability to operate a broom and dustpan and a vacuum cleaner.
3. The ability to use a variety of chemicals following manufacturer guidelines.
4. The ability to use a variety of hand and power tools to complete assigned tasks.
5. The ability to complete an assigned task independently.
6. The ability to walk between buildings as directed.

QUALIFICATIONS:

1. The person needs to be committed to the mission, vision, and values of Camp Alexander Mack. His/her lifestyle needs to be an expression of Christian ethics and principles.
2. At least eighteen years old with documented supervisory experience.
3. Able to train, work with, and supervise staff in area of building preparation and cleanup.
4. Flexibility and willingness to learn new skills.
5. Desire to work as part of a team.

PART II

I. Person has responsibility to participate in staff meetings.

STANDARD OF PERFORMANCE:

1. Meet regularly with and receive job assignments from the Facility Director.
2. Receive updates on groups and related assignments.
3. Attend monthly permanent staff meetings.

II. Person is responsible for the preparation of buildings for groups prior to their arrival with those assisting properly instructed and supervised.

STANDARD OF PERFORMANCE:

1. Rooms are clean with no trash lying around, waste baskets empty, furniture dusted and arranged appropriately.
2. Linens are distributed as directed.
3. Bathrooms sanitized with clean mirrors, clean showers, extra tissue on the back of commode and in cleaning closet.
4. Kitchens are stocked with utensils, consumables, and other items per the kitchen stock list.
5. Firewood box is full of appropriate wood, paper, and kindling. Matches are on the mantle.
6. Cleaning closet is supplied, and proper cleaning instructions are posted for the group.
7. Athletic equipment, games, ping pong, etc. are in their proper place with a list posted and checked.
8. Building is at proper temperature with light on and door unlocked for the arrival of the group.
9. Special requests by the group for equipment, snacks, etc. have been met.
10. Building is checked after completion of work to make sure the lights are working, hot water is working, and the appearance of the building communicates holy hospitality.
11. Shared spaces are cleaned regularly according to a schedule approved by Facility Director.
12. Cleaning schedules are followed and checked when completed.
13. Damages or abuses to the facility are reported to the Facility Director.
14. Lost and found items are properly handled.
15. Needed repairs are completed when possible and reported to the Facility Director.
16. Laundry is processed as needed.

III. Person has responsibility to ensure adequate stock of cleaning and guest use supplies.

STANDARD OF PERFORMANCE

1. Regularly inventory cleaning and guest use supplies.
2. Order and stock supplies to maintain supply levels appropriate to cleaning and guest needs including bathrooms and kitchens.

IV. Person has responsibility to assist in implementing the maintenance plan for Camp Mack.

STANDARD OF PERFORMANCE:

1. Overall plan is understood and followed.
2. Guest kitchen and building equipment is serviced and maintained in good repair.
3. Track maintenance needs of buildings while preparing buildings and report to facility.
4. Complete scheduled and preventative maintenance as directed by the Facility Director.
5. Assist the facility crew at the direction of the Facility Director.

V. Person has responsibility to have cleaning standards met, during the time a group is at the camp, with those assisting properly instructed and supervised.

STANDARD OF PERFORMANCE:

1. Restrooms are cleaned and checked for supplies daily or as needed.
2. Buildings checked and necessary cleaning done with the least amount of disturbance to the group and their program.
3. Ensure proper disposal of trash.

VI. Person has responsibility to grow professionally.

STANDARD OF PERFORMANCE:

1. Participate in workshops and seminars which strengthen your skills for performing your duties at Camp Mack, with the Executive Director approving such events and the camp providing professional growth allowance as the budget allows and the Executive Director deems appropriate.

VII. Person has responsibility to assist with all other tasks as assigned.