



JOB DESCRIPTION

JOB

TITLE: Maintenance and Grounds Staff **DATE:** February 2016

PROGRAM /

DEPT: Lake Louise Christian Community **REPORTS TO:** Operations Director

DIVISION: Operations **SUPERVISOR OR MANAGER?:** No

STATUS: Seasonal **FLSA STATUS:** Exempt

PROGRAM & POSITION SUMMARY

Lake Louise Christian Community, Camp and Retreat Center offers residential Christian camping adventures to children, youth, adults and families year round. Lake Louise Christian Community (LLCC) is a sanctuary empowering personal growth, faith, and knowledge within a community. The mission of LLCC is to offer an environment and provide leadership for opportunities promoting healthy relationships, personal wholeness and spiritual well-being.

The Seasonal Maintenance & Grounds Staff, under the direct supervision of the Operations Director, assists with all daily tasks associated with maintaining and enhancing the facilities and physical properties of Lake Louise Christian Community.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Model Christian faith to all persons with whom they encounter and interact with while on duty at LLCC.
- Follow all health and safety standards as set forth by the Michigan State Department of Public Health and Safety, the Michigan Department of Consumer and Industry Services, OSHA, and the American Camp Association.
- Maintain the cleanliness and safety of all residential and program related buildings on a daily basis.
- Assist with the preparation of each building prior to each weekly camp session with a deep clean which includes floors, bathrooms, general interior and exterior cleanliness and all garbage removal.
- Assist with the upkeep and cleanliness of the immediate and surrounding grounds of the Summer Camp programs.
- Ensure proper utilization, care and maintenance of camp equipment and report any needed repairs to the Operations Director or the Executive Director.
- Assist with the set-up, take down and cleaning of special events throughout the summer.
- Assist with ongoing construction projects as supervised by the Operations Director or the Full Time Facility Staff.
- Assist with the upkeep of the LLCC grounds through trail maintenance, brush clearing, mowing and trimming.
- Immediately report any situation that might jeopardize the health and safety of LLCC campers, volunteers and / or staff.
- Required to strictly adhere to all safety protocols when working with or around any and all construction equipment, tools, cleaning products and motorized carts.

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Must be at least 18 years old and a High School Graduate or equivalency.
- Preferred experience in working in an active outdoor environment.
- Preferred experience in providing direct customer service.

Knowledge, Skills & Abilities:

- Motivated self-starter who is outgoing, flexible and able to manage multiple projects efficiently.
- Ability to work both collaboratively and independently.
- Responsive to direct supervision with an eagerness to learn through “on the job training” opportunities.
- Ability to work at multiple tasks while maintaining attention to detail.
- Available to work flexible hours and days including weekends.
- Ability to communicate effectively with a variety of people in a variety of situations including the direct supervisor, coworkers, staff and guests.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

Clearances Required Prior to the First Day of Employment:

Background	TB Screening -	First Aid/CPR
Check: <u>Required</u>	Negative Tuberculosis Test: <u>N/A</u>	Certificate: <u>Recommended</u>

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent lifting, pushing, and pulling.
- Frequent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Driving is not required for this position.

If driving a car is required for the position, incumbent must have a valid Michigan driver's license and be able to provide proof of DMV record and personal insurance (if required.)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is located on the property of a large residential children's camp and ministry.
- The worker is subject to noise: Noise level in work environment can be moderate to excessive.
- The work environment includes contact with many children, who may be loud and at times behaviorally challenged.
- The work environment will include children ages 7-17 years old and adults.
- The work environment is located in an outdoor rustic environment of forests and lake and in a close-quartered community setting.
- Daily exposure to the sun, heat and wild animals such as bugs, snakes, raccoons, etc.
- The worker is frequently exposed to cleaning products.
- The worker frequently uses tools and equipment associated to the maintenance and upkeep of the LLCC facilities.
- The worker is subject to outside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

LAKE LOUISE CHRISTIAN COMMUNITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.

To Apply for the Position: Applicants should send a cover letter addressing their qualifications and a resume outlining their work and volunteer experiences. Send both items to:

Lake Louise Christian Community
11037 Thumb Lake Road
Boyne Falls, MI 49713
ATTN: Operations Director

Fax: 231-549-2729 and email opdirector@lakelouisecommunity.org also accepted.