



## Summer Staff – Job Description

### Role: Maintenance Assistant

**Reports to:** Facilities Director

#### **Duties Include:**

- Whatever Camp needs in the moment
- Grounds upkeep: mowing, weed whipping, raking, pruning
- Trash removal; from cans and grounds – replace liners
- Assist Facilities Director on larger projects, as needed
- Change lightbulbs
- Plunge toilets
- This position will split time between maintenance and summer program
- Assist and participate in the week's camp games and activities as directed by Facilities Director
- May be assigned to dish teams, as a cabin buddy, and program area help
- Other duties as assigned

#### **Cleaning Responsibilities: Dining Room & Stairs**

##### **Dining Hall:**

- Stack chairs after breakfast (campers and other staff can help)
- Sweep after every meal (campers and other staff can help)
- Use floor scrubbing machine daily after breakfast
- Mop edges, corners, under counters, and areas not accessible to scrubber
- Empty garbage in dining room and take garbage from back of kitchen to dumpster after meals
- Break down cardboard and put in cardboard dumpster
- Set chairs for next meal
- Shake mats outside

##### **Lakeview Stairs:**

- Sweep daily
- Mop every other day
- When done...report to Kitchen for other cleaning at end of week