



# Camp Lee Mar

## Job Description: Maintenance Staff

### Requirements for Maintenance Staff:

- Have a good work ethic
- Be able to work in a busy camp environment
- Be at all scheduled meals
- Be able to work as part of a team and independently
- Be prepared to be on-time, wearing closed toe shoes and appropriate work clothing (long pants must be worn when doing groundwork)
- Be aware of and wear all needed safety equipment (gloves, safety glasses/goggles etc) for work tasks •
- Keep the shop and all tools organized and in good working order
- Return all items/tools used to proper locations, no maintenance items or tool may be left unattended around the campers
- Attend a daily meeting with the caretaker to go over the day's activities.
- Address any job / repair request.
- Take direction from Caretaker for daily maintenance support of C L M.
- Laundry pick up Monday 10 AM/ 11AM, morning drop off Thursday 8 / 9am.
- Big trash can pick up Monday and Thursday, picnic grove daily as needed after all events, snack, picnic lunch and dinner's etc.
- Empty trash room every evening after the kitchen is finished with dinner trash which should be no later than 7:45pm. There should be no trash in the trash room overnight.
- Mow lawns weekly or as growing season requires
- Do large project work as directed during the summer (painting, repairs, and new large projects)

### Job Description:

The support staff support the counselors and specialists in making sure our campers are living in a clean, safe, and secure environment. No one position at camp is more important than any other position at camp. We work as one team made up of counselors, specialists, and support staff, all united for the well-being of our campers with special needs. Support staff live in staff rooms, but must be able to keep their areas neat and organized. Support staff must be respectful of camper cabins and rooms nearby, and keep noise to a minimum at night. Camp Lee Mar does have a nightly curfew that ALL staff are expected to observe.

Free Time: Rest hour 90 minutes per day as scheduled

Day Off: Once weekly as assigned in personal schedule