



## Job Description for: Extra On-Call General Maintenance II

A Ministry of The Salvation Army Northwest Division

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### **SUPERVISOR:**

Operations Manager

### **SCHEDULE:**

Extra on-call as needed

### **OVERVIEW:**

Responsible, as assigned, for the maintenance and upkeep of the grounds, buildings and equipment of Camp Arnold. Make necessary recommendations for the purchase of supplies and equipment needed in this service.

### **SPECIFIC DUTIES:**

1. Grounds Maintenance.
  - a. Maintain grounds by mowing, trimming, pruning, ground preparation, fertilizing, spraying, irrigation, seeding and landscaping.
  - b. Maintain lawn equipment and maintenance records.
  - c. Maintain general grounds cleanup and trash removal
  - d. Assist in general maintenance and repair of buildings and facilities.
  - e. Maintain accurate work order requests.
  - f. Maintain a neat and clean appearance (working circumstances the exception).
  - g. Assist in the maintenance of the swimming pool and supplies.
2. Building Maintenance.
  - a. Prepare cabins for group use.
    - i. Dust down cob webs, sweep and mop floor and bathroom.
    - ii. Disinfect shower, toilet and sink, clean windows.
    - iii. Restock all paper products.
    - iv. Empty all trash and replace trashcan liner.
    - v. Vacuum rooms where carpet is present.
    - vi. Replace any burned out light bulbs.
  - b. Clean all other buildings as requires in support of scheduled programming or rental group use.
3. Assist the Operations Manager in any duties as requested in order to maintain a consistently high level of efficiency in the operation of the camp program.

### **PHYSICAL REQUIREMENTS:**

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
2. Ability to grasp, push, pull objects and reach overhead.
3. Ability to operate telephone.
4. Ability to operate a desktop or laptop computer.
5. Ability to lift up to 25 lbs.
6. Ability to access and produce information from a computer.
7. Ability to understand written information.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

**SPIRIT AND UNDERSTANDING:**

By accepting employment with The Salvation Army, you acknowledge that The Salvation Army is a church, agree to do nothing to undermine its religious mission and acknowledge that your conduct must not conflict with or undermine the religious program of The Salvation Army Camp Arnold, or its religious and moral purposes. It is expected that all employees of Camp Arnold will conduct themselves in a manner likely to bring honor and glory to God, and credit and respect to The Salvation Army.

**THE SALVATION ARMY MISSION STATEMENT:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the gospel of Jesus Christ and meet human needs in his name without discrimination.

**CAMP ARNOLD MISSION STATEMENT:**

Camp Arnold is a Christian camp owned and operated by The Salvation Army. Our mission is to use nature and the great outdoors as a setting to share the gospel of Jesus Christ, teach environmental awareness, encourage pro-social behavior and safely provide opportunity to every camper for fun and adventure.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Camp Administrator: \_\_\_\_\_

Date: \_\_\_\_\_