



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Maintenance

Reports to: Maintenance Coordinator

General Description of Duties:

As a member of the Maintenance team, make repairs and improvements to keep the grounds and facilities safe, efficient and aesthetically pleasing.

Principle Duties:

- Keep site in safe and usable condition
- Cleaning and Site upkeep (mowing, clearing, weed-whacking)
- Grounds maintenance: Address Maintenance Request Forms as needed, with eye towards preventative maintenance, conferee safety
- Implement Sustainability practices: Maintain Compost Toilet, assist with water conservation, reduce usage of fossil fuel vehicles, equipment with alternately powered sources, assist with erosion prevention, garden practices, etc.
- Kitchen rotation as assigned
- Provide programming support for games and night activities
- Other duties as assigned.

Minimum Qualifications:

- Age 17 or older
- Valid Driver's License (preferred)
- Experience in Maintenance
- Knowledge of cleaning procedures and products.
- Knowledge of tools and safety equipment
- Ability to work without sitting, for long periods of time.
- Ability to lift up to 50 pounds unassisted.
- Ability work with others or alone.

The successful candidate will be able to:

- Work with an awareness of Conferees, Volunteers, & the safety of other staff.
- Follow written and verbal directions.
- Change projects and reprioritize often to meet new needs as they arise.
- Watch for areas of risk. When possible eliminate or reduce risk. Report to superior.
- Follow health codes in all aspects of maintenance and clean up.
- Show a sense of pride in the ministry of SLCC.

- Weave faith development in, and relate Christianity to, all activities and encourage conferees to explore their faith and faith questions as an important part of what ever you are doing with them.
- Remember to pray, as needed!
- Contribute to a positive and helpful environment, showing kindness to those we serve, and both the maintenance team and all staff.
- Meet or exceed standards of dress to meet health code requirements, & to address issues of health and safety as well as the image of the team.
- Follow safe practices including use and cleaning of tools and equipment, and appropriate use and proper storage and labeling of fuels and chemicals.
- Know procedures to follow to avoid accidents, safety equipment, etc..
- Read and understand appropriate Material Safety Data Sheets.
- Assist in moving materials & supplies to appropriate areas of site, as needed.
- Assist in emergency drills or emergencies as assigned.
- Work in ways that will reduce waste of resources and respect and protect God's Creation.
- Live and work in a Christian community.
- Other duties as assigned.

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant, and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.