



Silver Lake Conference Center

Job Description

Maintenance Staff

Reports to: Maintenance Coordinator

Position Purpose:

As a member of the Maintenance team, perform regular maintenance and groundskeeping tasks, and make repairs and improvements to keep the grounds and facilities clean, safe, efficient, and aesthetically pleasing.

Principle Duties:

- Keep site in safe and usable condition
 - Learn and implement current best practices for Covid-19 mitigation
 - Learn and follow safety procedures
 - Watch for areas of risk and, when possible, eliminate or reduce risk
 - Report any observed safety concerns to Coordinator
- Grounds maintenance
 - Address Maintenance Request Forms as needed, with eye towards preventative maintenance, camper safety
 - Help to manage sanitation, including trash, recycling, and compost
 - Weekly mowing/weedwacking/groundskeeping tasks
 - Implement Sustainability practices: Maintain Compost Toilet, assist with water conservation, reduce usage of fossil fuel vehicles, etc.
 - Support Garden program as needed

Other Job Duties:

- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Equipment inventory
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Maintenance & Housekeeping staff will work closely with each other, the Coordinator, and the Site Manager to ensure the smooth and safe operation of camp. The M&H staff will live in community with and support the work of other parts of staff.

Equipment Used:

- Groundskeeping equipment, including but not limited to lawnmowers, weedwhackers, chainsaws, woodworking equipment, metal working equipment, and painting equipment
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- Variety of hand tools and electric tools
- Trucks and cars

Qualifications:

- Age 18 or older
- Valid Driver's License (preferred)
- Satisfactory driving record
- First Aid/CPR certification, or ability to obtain such
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check
- Experience in maintenance and housekeeping

Knowledge, Skills, and Abilities:

- Knowledge of cleaning procedures and products
- Knowledge of tools and safety equipment
- Follow written and verbal directions
- Change projects and reprioritize often to meet new needs as they arise
- Follow health codes in all aspects of maintenance and cleaning
- Follow safe practices including use and cleaning of tools and equipment, and appropriate use and proper storage and labeling of fuels and chemicals
- Show a sense of pride in the ministry of SLCC
- 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 Southern New England Conference of the UCC

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)
- Ability work with others or alone

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: 2022 salary will be set in early 2022.