

## **CAMP STELLA MARIS**

### **JOB DESCRIPTION**

**POSITION:** Facilities Cleaner/Grounds and Facility Maintenance – 40 hours with benefits

General Purpose: This position will be required to perform routine manual tasks in maintaining the buildings and grounds and cleaning of facilities. The position is clean first, then maintenance after.

#### Cleaning Facilities Job Duties:

- Maintain the cleanliness of all year-round and seasonal facilities
- Clean camp facilities after each rental use
- Clean Russer (camp offices) 3 times a week and detailing once a month
- Distribute cleaning supplies and keep maintenance closets clean and stocked
- Ensure proper storage and use of chemicals
- Report any damages, vandalism or improper use of facilities to the Maintenance Director
- Meet with Maintenance Director weekly to discuss needs, changes and/or improvements

#### Grounds/Facilities Mechanic Job Duties:

- General duties related to the maintenance and repair of the facilities, its equipment, and associated grounds
- Maintain clean buildings and grounds
- Perform projects or other duties as assigned by the Maintenance Director or Executive Director
- Other duties as directed

#### Qualifications and skills:

- Must have experience with general cleaning
- Must have proven ability to work independently without supervision
- General carpentry experience required. Must have proven ability to repair items such as doors, windows, screens, siding along with other general construction.
- Good Painting skills and knowledge of paints and stains
- General knowledge of Electrical, Plumbing and Heating
- Must be proficient in the use of lawn and grounds keeping equipment as well as the maintenance of them. (sharpening blades, fluid changes, filter changes)
- Must be able to lift heavy objects
- Must be able to stand for extended periods of time
- Must be available to work weekends when required
- Must be available to work overtime when required
- Must have reliable mode of transportation and valid NYS DL
- Must be able to complete and satisfactorily pass a background check
- Must be able to abide by drug and smoke-free policy