

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2023)**

**POSITION: MAINTENANCE/CLEANER – Seasonal Non-Exempt**

Salary Range: \$15-\$17/hour

Reports directly to Facility Manager.

**RESPONSIBILITIES:**

**Prior to the start of camp:**

1. Maintain open communication with Facility Manger.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Must attend and actively participate in required staff training.

**While camp is in session:**

1. Keep open communication with supervisors.
2. Assist with the maintaining and cleaning of camp facilities as directed by the Facility Manager and/or year-round Cleaner.
  - a. General clean-up of the grounds.
  - b. Small, general repairs.
  - c. Lawn work (i.e., mowing, raking, planting, trimming etc.)
  - d. Garbage collection
  - e. Restroom cleaning.
  - f. Vacuuming.
  - g. Floor mopping and cleaning.
3. Insure proper use and storage of equipment and chemicals.
4. Report any damages, vandalism, or improper use of facilities/equipment to Facility Manger.
5. Identify potential safety or maintenance issues and communicate them to the Facility Manger.
6. Comply with all safety policies and procedures relating to performance of tasks, use of products/supplies and incident reporting.
7. Other duties as directed.

**OTHER:**

- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

**QUALIFICATIONS:**

1. Minimum of 18 years of age for maintenance and 15 years of age for cleaner.
2. Physically capable of handling specific cleaning and maintenance equipment.
3. Basic knowledge of tools and cleaning supplies.
4. Ability to work unsupervised.
5. Possess high moral character and strong work ethic.
6. Emotionally mature and stable.