

## Job Description

# CAMP CARETAKER

Mountain Lakes Bible Camp

Effective Date: April 2, 2025

Title: Camp Caretaker

Responsible to: Camp Pastor, Mountain Lakes Bible Camp

Purpose: To support the mission of Mountain Lakes Bible Camp by providing facilities to meet the needs of the camp guests

### Qualifications:

1. A mature Christian who can readily commit herself/himself to the concepts of evangelism, spiritual growth, and physical refreshment as the mission of the camp ministry.
2. Dedicated to service; high in communications skills, hospitality, adaptability, and graciousness in meeting the needs of camp guests and in representing the camp to the public.
3. Committed to the concept that menial, repetitious, and detailed tasks done well require the highest qualities of character.
4. Ability to subscribe to the doctrinal statement of Bible Baptist Church.
5. In good physical condition.
6. Ability to organize and prioritize based on ministry goals, needs, and budget parameters.

### Preferences:

1. Previous successful experience in facilities operation, maintenance, and management at a camp or similar organization.
2. Demonstrated abilities in the fields of carpentry, plumbing, electrical, grounds maintenance, and equipment maintenance

### Responsibilities:

1. Maintenance of facilities and equipment by:
  - a. Making repairs to buildings, plumbing, and electrical accessories.
  - b. Stocking and inventorying needed supplies and materials.
  - c. Maintaining and inventorying needed tools and equipment.
  - d. Performing routine maintenance on camp vehicles, trailers, and lawn mowers.

- e. Maintaining the athletic field and other landscaping.
  - f. Maintaining the swimming pool.
2. Oversees the housekeeping needs of the camp by:
    - a. Establishing routine cleaning schedules and procedures.
    - b. Stocking and inventorying needed cleaning supplies and materials.
    - c. Disposing of trash at the dump.
  3. Administers the financial responsibilities of the camp petty cash fund, purchase orders, and the Guest Group Rental Agreements by:
    - a. Maintaining security and accountability procedures for these receipts.
    - b. Following recording, communication, and deposit procedures.
  4. Serves guest groups and visitors by:
    - a. Interacting with guests and their requests in a patient and service-oriented manner.
    - b. Overseeing guest group check-in and check-out procedures.
    - c. Overseeing guest group use standards and policies.
    - d. Supervising seasonal guest service employees and lifeguard(s).
  5. Oversees new camp construction and rehabilitation projects by:
    - a. Participating with the director and camp committee in identifying needed projects and planning their design and implementation.
    - b. Overseeing volunteer work crews and contract work.
    - c. Evaluating effectiveness of design and construction.
  6. Fills the needs of the camp.
    - a. Caretaker at times will be required to assist with dishes, serving and sometimes food prep as the season slows and it doesn't interfere with primary tasks.
    - b. Needs of the camp may not be covered in this description, as the need arrives the caretaker is to fulfill the need.