

JOB DESCRIPTION: Caretaker

SUMMARY: On-site staff members work together to maintain the grounds, facilities and equipment. Provide kitchen support and are responsible for hosting guests.

## RESPONSIBILITIES

### Hosting

- Prepare facilities and provide orientation for guests
- Be available for routine and emergency guest needs
- Assist with meal preparation and service; oversee coffee and beverage service
- Facilitate group check-out and collect fees as needed
- Clean tables and sweep floors as needed

### Maintenance

- Maintain grounds (grass, road, trails, etc.)
- Service/repair equipment (water, electric, phone, etc.)
- Haul trash and recycling
- Organize Work Weekend and direct volunteer groups

### Housekeeping

- Maintain/clean facilities
- Provide dishwashing for groups (some camp groups provide their own dishwashers)
- Direct guest groups in cleaning procedures
- Stock and organize janitorial supplies
- Launder kitchen cloths and linens
- Oversee teen volunteer program during summer camp (*or provide instruction to designated coordinator if another adult is available to serve in this capacity, i.e. SOOP volunteers*)

### Qualifications

- A servant's heart
- Ability to communicate and work well with others
- Ability to be self-directed and create own work schedule
- Self motivation, organization and time management skills
- Physical health and stamina

### Benefits

- Monthly stipend
- Year-round lodging
- Meals provided during rental activity
- Joy of experiencing the wonder of God's creation right outside your door!

Call 971-600-1244

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