



Grounds Assistant

General Responsibilities

The Grounds Keeper is part of the program staff team, and shall also be responsible for the overall appearance and upkeep of the camp grounds, and other responsibilities as assigned.

The Grounds Keeper shall be directly responsible to the Operations Manager.

Specific Responsibilities

1. Maintain an excellent overall appearance of the campgrounds, including: mowing, trimming, and trash pick-up.
2. Assist the Operations Manager with routine maintenance to buildings and equipment such as: painting, minor repairs, grease and oil of lawn equipment, tree trimming, window screen repairs, changing of light bulbs, etc.
3. Assist with camp programming as needed (part of restroom cleaning and recreation and on call responsibilities)
4. Provide assistance to Program Coordinator when requested (set up water slide, move picnic tables, chairs, etc.).
5. Clean the Bathrooms each morning including sinks, toilets, and shower areas as assigned.
6. Notify Operations Manager of damage or needed repairs of any camp facility.
7. Remove trash from Dining Hall and Kitchen after each meal. No trash is to be left outside the Dining Hall overnight. Work cooperatively with the Dining Hall Steward, the Kitchen staff, and the on-call person for this.
8. Assist with Canteen as scheduled
9. Assist with all camp clean-up at the end of each session.
10. Wash, bag and label all lost and found items at the end of a session by the next day of work.
11. Other duties as assigned.

(Revised April 2018)