

ACHIEVEMENT CENTERS FOR CHILDREN

JOB DESCRIPTION

Job Title: Summer Maintenance
Department: Recreation Programs
Responsible To: Coordinator of Camp Maintenance

SUMMARY

Under the supervision of the Coordinator of Camp Maintenance, the Summer Maintenance will be responsible for the general upkeep of the camp grounds and camp buildings.

ONGOING DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To successfully perform this job, an individual must be able to successfully perform each ongoing duty.

1. Promotes a positive image by representing the Recreation Division and the Achievement Centers for Children in a courteous, professional manner.
2. Adheres to all Policies/Procedures in the Achievement Centers for Children Staff Handbook.
3. Promotes a team approach within each program and throughout the agency
4. Works in family-centered partnerships with the individuals and families served by the Achievement Centers for Children
5. Practices safe work habits and contributes to ensuring a safe and healthy work environment.
 - a. Maintains the department to allow for safe, efficient and organized camp experience.
 - b. Maintains all equipment in safe working order, notifying supervisor of repairs/replacements as needed.
 - c. Practices appropriate safety techniques related in Infection Control and Universal Precautions including hand washing, general cleaning and disinfecting.
6. Fosters and maintains good public relations with all community sources.
7. Conducts self with professional dignity; understands the importance of good human relations; able to motivate others; and possesses initiative and good judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To successfully perform this job, an individual must be able to perform each essential duty satisfactorily, as well as have a broad knowledge of organization operations and policies. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties.

1. Collects garbage from all containers and properly disposes of them in the receptacle on the camp grounds daily.
2. Cleaning of the bath house includes; scrubs sinks with cleanser, cleans mirrors, cleans commodes and urinals with bowl cleaner, empties trash, cleans cans and replace liners, sweeps floors, replaces towels, and toilet paper as needed and stock supplies, scrubs showers and floors, takes any "found" items to the Lost and Found.
3. Cleaning of the rest rooms in the Great Hall includes; scrubs sinks with a cleanser, cleans mirrors, cleans commodes and urinals with bowl cleaner, empties trash, cleans cans and replace liners, sweeps and mops floors, replaces towels, and toilet paper as needed and stock supplies.
4. Cleaning of the Great Hall includes; wipes down tables and chairs, stacks tables and chairs, dry mops Great Hall with treated mop, scrubs Great Hall with floor Scrubber and buffs as needed, dry mops and wet mops stage as needed.
5. Mow, weed and trim lawns.
6. Makes sure all trash cans are emptied and has liners, makes sure all litter is picked up on grounds, checks cabins for cleanliness, stocks firewood at the beginning of each session.
7. Checks light bulbs and replace as needed, performs minor repairs and upkeep of buildings and grounds, helps with unloading and stocking deliveries and other duties as assigned by the Assistant Director of Recreation and the Coordinator of Camp Maintenance.
8. Set up and replenish water stations throughout the day to ensure proper hydration of Camp Cheerful clients.
9. Trouble shoots maintenance needs and address safety concerns immediately.
10. Other duties as assigned.

REQUIRED QUALIFICATIONS listed below are indicative of knowledge, skills, and abilities required to be successful in this position.

Education, Training, and/or Experience

1. High school diploma or G. E. D.
2. One Year job-related experience with janitorial and custodial duties.
3. Valid Driver License

Preferred Skills and Abilities

1. Experience in maintenance, grounds and custodial tasks.
2. Willingness to work a flexible schedule, independently and safely.
3. Show maturity and responsibility in all actions.
4. Must act in a professional manner.
5. Must be enthusiastic and creative.
6. Have the ability to treat all staff fairly and remain objective
7. Must show respect for all administrative staff.
8. Troubleshooting skills.
9. Ability to solve problems efficiently

PHYSICAL DEMANDS described here are representative of those that must be routinely met by an employee to successfully perform essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties.

1. Requires ability to lift 50 pounds
2. Requires ability to climb ladders, walk on roofs, hitch-up heavy farm implements, drive a tractor and pickup truck, and work in tight and difficult spaces.
3. Requires ability to travel through rough terrain.

WORKING CONDITIONS described here are representative of those that must be met by an employee while performing essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties.

1. May require early morning, evening, night and weekend hours.
2. May require travel to other ACC locations.
3. Majority of time spent outdoors and in a variety of weather conditions.
4. Requires flexibility in working hours to accommodate demands.

This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change in accordance with the needs of the Achievement Centers for Children.

By signing below, I confirm that I have reviewed and received the above job description. I understand that this job description does not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

Employee Signature

Date Received