



JOB DESCRIPTION CAMP KOREY

Job Title: JANITOR/ MAINTENANCE
Department: FACILITIES

Position Summary:

This position provides support to Camp Korey by performing a wide range of duties including but not limited to, janitorial and maintenance routines, program and meeting room set-up, and support. This position requires the individual to work a flexible schedule and to have a positive attitude.

Reports to: Facilities Manager

Responsibilities:

- Organizes and prioritizes facilitates maintenance/janitorial tasks for the camp program
- Monitor and Conducts a wide variety of janitorial and maintenance duties
- Provides meeting room set-up and camp room set-up
- Provides security to the facility as needed/lights, locks and gates
- Operates power and hand equipment for application of finishes and chemicals to surfaces as needed
- Assists with meal, kitchen set-up, service and cleanup
- Work closely with team to ensure efficient functioning of Camp Korey operations
- Pick up and deliveries as assigned
- Provide support in other departments as directed by Camp Korey Management

Training and Experience:

- Prefer one to three years' experience in the janitorial maintenance area to include knowledge of proper uses of chemical cleaning materials and equipment.
- Experience with floor machines, dishwashers etc.
- Previous work in camp experience is a plus.
- Maintenance and janitorial service required to include the safe use of chemical cleaning materials and equipment.
- Understanding MSDS related requirements.
- Knowledge of camp hospitality, food service industry, excellent customer service, special event set-up and teardown and general office routines

Education:

- High School diploma or G.E.D.

Key Competencies:

Should have knowledge of and/or experience in:

- Good oral and written communication skills
- Ability to follow directions as given
- Excellent observation skills

- Must be able to make independent decisions, work collaboratively with others and to work a flexible schedule
- Excellent organizational, prioritization and time management skills
- Work a highly flexible schedule

Certificates/Licenses/Registrations:

- Valid driver's license
- Food handlers permit
- Vaccination records
- Background check
- CPR/AED Training

Working Conditions (percentages are approximations)

- 60% in on-site janitorial and maintenance
- 40% in on-site meetings and camp

Physical Demands

- Able to lift, carry, push and pull up to 100 lbs. occasionally
- Time standing and sitting based on job requirements