

## Quaker Cove Camp Caretaker Job Description

Job title: Camp Caretaker

Summary: The Camp Caretaker is the primary representative of the Quaker Cove Board of Directors, and the camp property to all guests, staff, volunteers, and contractors who visit the property. Reporting to the Clerk of the Board of Directors, the Camp Caretaker welcomes and assists guests at the camp, performs housekeeping and maintenance duties on camp property and buildings and oversees safety and security.

Minimum requirements: The ideal candidate has the following qualifications: facility management, hospitality experience, administrative skills, interpersonal and written communication skills. A Christian commitment is essential, including signed agreement with Statement of Faith and Community Lifestyle Statement.

Compensation: It is expected the employee provide a weekly average of 20 hours of labor in exchange for living in on-site housing which includes utilities (electricity, water, garbage, internet).

### Primary Position Responsibilities

Guest Services – Typical duties include greeting visitors with a friendly welcome, giving groups a basic orientation of camp rules, check in and check out groups to reserved areas, prepare reserved areas, giving tours to prospective groups, collecting documents and payments from groups, dealing with emergent group needs/requests, and communicating with Board of Directors as appropriate.

Camp Security -- Routinely check camp for security issues. Report any issues regarding security concerns or damage to the Clerk of the board of directors. Ensure that lighting, electricity, water and propane systems are operational and turned on for groups, and off when not needed.

Camp Maintenance and Housekeeping -- Routinely check camp for cleanliness. Report any issues regarding cleanliness issues, damage, repair needs, or other issues to the board. Ensure grounds and trails are clean, and grass areas mowed, snow/leaves/fallen limbs removed, trash removed, clearing tunnel and stairs. Ensure that consumables such as soap, toilet paper, paper towels, trash can liners, etc. are stocked and available. Wash and replace kitchen towels, cleaning rags and bathmats. Schedule needed repairs with contractors when approved. Complete simple maintenance on routine issues such as light bulb replacements and other minor repairs.

Camp Communications and Paperwork – Check and forward necessary mail. File received guest group contracts. Record and deposit received payments. Arrange for annual inspections – septic, fire and life, range hood and fire extinguishers. Ensure that operational issues or maintenance and repair issues are formally communicated to the board in a timely manner. Submit timesheet and reimbursement requests.

This list is not intended to be all inclusive, but representative of the primary responsibilities for this role, and other duties may be assigned.