8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
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Maintenance Staff Job Description

Department: Facilities

Reports to: Facilities Coordinator

Type of Position: Part-time

General Description: Maintenance staff are responsible for keeping our grounds, buildings, and equipment functioning, welcoming and visually pleasing to help the ministry and operations of Camp Manitoqua & Retreat Center.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

Duties and Responsibilities

Grounds care:

1. Mow lawns.
2. Edge and sweep areas around sidewalks, landscaping, and buildings.
3. Fuel and operate required tools and machinery to get the job done.
4. Move items to cut under and/or pick up sticks and garbage as needed.

Maintenance:

1. Keep work area and tools clean and organized. Troubleshoot and repair minor issues, including general upkeep of facilities and grounds.
2. Perform general maintenance on vehicles.
3. Safely operate equipment for cleaning and maintenance.
4. Carry & lift equipment into vehicles and golf carts.

General:

1. Ensure all doors are locked and that buildings are left in a safe and secure condition at the end of workday
2. Work cooperatively with team leader
3. Provide support to all facilities and grounds volunteer groups as needed
4. Work independently on the task given.
5. Recognize when a task is above your skill level.

Personal Development

1. Make every effort to build up the community of the staff and to increase understanding among all staff members.

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Such other duties and responsibilities as requested by the Facilities Coordinator and the Program Director

Experience and Qualifications

Personal: Vibrant relationship with Jesus Christ, committed to the authoritative Word of God, passionate for facilitating ministries that change lives, is devoted to furthering the purpose and mission of Manitoqua Ministries, and is an active member in good standing in a church of Jesus Christ

Human Relations: Team player, good communicator and listener, effective decision maker, task driven

Education: Completed 10th grade and must be at least 16 years old

Specific Requirements

Knowledge, Skills, and Abilities

1. Must have reliable transportation
2. Must have a valid drivers license
3. Physically active and able to do medium to heavy lifting
4. Able to adapt to all types of environmental and weather conditions