



**Job Title:** Maintenance Position

**Organization:** Lake Geneva Ministries: Lake Geneva Youth Camp

**Reports to:** Property Maintenance Manager

**Position Summary:**

Ensures our facilities are safe, in working order and have well-kept exteriors

**Position Responsibilities:**

- Report to the Property Maintenance Manager
- Maintain all needed repair on grounds, checking frequently for needs
- Respond to texts, phone calls immediately, respond to Asana requests within one week with a plan
- Provide project, renovation, and new construction support led by the Facilities Project Manager
- Support Property Maintenance Manager in the maintenance of grounds and landscaping
- Maintain overgrown trees, shrubs that effect the guest experience
- Change all light bulbs over 8 ft in height
- Ensure quality stewardship of buildings, grounds, keys, equipment and tools
- Responsible for piers care and maintenance
- Support and train part time, seasonal workers and volunteers
- Other duties as assigned
- Raise your support in a “missionary-model”, will receiving training, allowed a percentage over target

*All major procurement and projects are the responsibility of the Facilities Project Manager*

- Opens Spring season:
  - Power-wash building exteriors, decks and walkways
  - Wipe down all outside windows and doors
  - Paint/touch up building exteriors as needed
  - Check and repair any damage
  - Turn on water heaters
  - Walk through all rooms and complete needed repairs; Check all toilets, sinks, showers to ensure they work properly; Check all window screens for holes and fit; Check all AC/heating units to ensure they work properly; Change furnace filters; Set off bug bombs in all rooms; Work with pest control company to schedule visits; Inform Housekeeping when rooms are ready for initial cleaning
  - Work with Recreation in support of summer activities
  - Work with pier company to support piers efforts as needed
- Opens Winter season:
  - As needed, work with pier company to support and take out piers
  - Work with Recreation in support of winter activities – ice rinks, snow-making, tubing hills
  - Snow removal of roads and walks
- When guests are onsite:
  - Take direction from Guest Services on assistance needed such as moving items, outside garbage
  - Support on-call repair issues during events
  - Schedule maintenance to compliment guest’s time onsite

**Essential skills and additional requirements:**

- **Faith** – Passionate about the gospel message and the camping ministry
- **Good communication skills** – Ability to efficiently and effectively communicate
- **Physical strength** – Maintenance requires heavy lifting at times, the ability to lift at least 75 pounds
- **Operational excellence** – Strong work ethic, ability to problem solve and pro-actively solve customer service issues, minimum 3 years driving experience