

Reference: Canyon Church Camp Policy and Procedures Manual

5.14 JOB DESCRIPTION FOR CAMP CUSTODIAN

Qualifications for Camp Custodian

1. Must be at least 18 years of age. The following list of duties will be expected in addition to any other relevant duties requested by the Camp Director or Board.
2. Must satisfy a Category C Level Screening as follows; for any overnight programs and any one-on-one activities:
 - a. Provide a current valid **Criminal Records Check with a Vulnerable Sector Included** clear of any incidents. Failure to comply will be grounds for refusal to hire and/or immediate dismissal and removal from camp.
 - b. Provide two References
3. Must hold a current First Aid Certificate.
4. Must hold a valid driver's license.

Job Description for Camp Custodian

1. Is responsible to the Board of Canyon Church Camp Association.
2. Will live in residence on site and be available at all times in case of emergency.
3. Have weekends off as arranged with the Board but will endeavor to be on site until 4:00 pm Friday and return to site by Sunday at 1:00 pm or as agreed to by the Board. Weekend coverage must be in place prior to the Camp Custodian leaving for the weekend.
4. Must comply with the code of conduct for staff as outlined in the Canyon Church Camp Policy & Procedures Manual.
5. It is desirable to have previous experience and or education working in United Church of Canada camps or other youth programs.
6. The duties and limitations for this position are as detailed unless otherwise defined by the Camp Board.
7. Management of Rental Groups
 - a. Will manage to the best of their ability and as required, any onsite rental groups and record / confirm rental information such as
 - i. number of overall attendants
 - ii. number of attendants sleeping on site
 - iii. number or people eating for each meal (*breakfast, lunch, supper*)and will communicate this information to the Board Rental Coordinator at the end of every rental to facilitate invoicing. If any rental payments are received by the Camp Custodian, these will be presented to the Board Rental Coordinator who will coordinate receipts to the rental groups.
 - b. Will ensure that evaluation forms are completed by the rental groups in order that camp improvements can be considered and will communicate this information to the Board Rental Coordinator at the end of every rental.

- c. Will greet each rental group and orient them to the site, property boundaries, safety policy and procedures and to the rules and regulations of Canyon Church Camp as per the Policy and Procedures Manual.
 - d. Will walk through the facility with the leader of the rental group, both at the beginning and at the end of the rental period to ensure that the Camp is in good order. Any deficiencies or damages are to be noted in writing, signed off by both parties and communicated to the Board Rental Coordinator.
8. Registration
- a. The Camp Custodian may receive camp registrations which will be given to the Registrar.
 - b. The Camp Custodian will handle inquiries from the families of potential campers to the best of his or her ability, referring to the Registrar if needed.
9. Youth Camp Programming
- a. Will assist the Camp Director as required to enable the smooth operation of the Summer Youth Camp Program.
 - b. In the event of emergencies at camp will work with the Camp Director to create a safe outcome according to the Canyon Church Camp Policy and Procedures Manual
10. Camp Maintenance
- a. The Camp Custodian is responsible for:
 - i. Planning and coordinating the seasonal opening and closing of the Camp Facility.
 - ii. Maintaining a supportive working relationship with all of the staff at Camp.
 - iii. Starting the generator at 7:00 a.m. and turning it off at 10:00 p.m. on a daily basis.
 - iv. Locking the kitchen at 10:00 p.m.
 - v. All janitorial duties, including cleaning and maintaining of the Lodge dining room area and the bathrooms. More specifically removing garbage from the bathrooms, cabins, dish pit and kitchen to the Park dumpster after each meal. Supplies of soap, toilet paper and brown bags should be maintained. Ensure that the bathroom floors are swept and mopped daily and as required. Toilets, mirrors, walls and shower stalls should be cleaned on a daily basis or as needed. In consultation with the Camp Director it may be a decision that campers will perform some or all of these functions. In this case, the Camp Custodian is responsible for ensuring that the cleaning is done well and sufficient supplies are available.
 - vi. Setting and cleaning kitchen mouse traps.
 - vii. Starting a fire in the Lodge on cold mornings.
 - viii. Ensuring there is enough fire wood and kindling for camp fire and fireplace.
 - ix. Washing the Lodge floor at the end of each rental period and as needed. Once a season the Lodge floor is to be oiled with Linseed oil, timing of this is not to impede the use of any rental or camp groups.
 - x. Identify when repair and maintenance to camp buildings or equipment is required and if not able to make the repair alone, to consult with the Camp Board to contract out the work.

- xii. Maintaining the generator, power tools, plumbing and propane tank to the best of their ability or to take action as needed. Keep an eye on propane supplies and order more when the tank(s) is thirty percent full.
 - xiii. Ensuring that the facility grounds are kept orderly and that vehicles are parked in designated parking areas.
 - xiv. When necessary, picking up supplies as required for the Head Cook and for the maintenance of Camp.
 - xv. Keep a daily log of tasks completed and of concerns, and to submit this to a Board representative on a weekly basis.
 - xvi. Maintaining the camp truck and ensuring that there is a stocked first aid kit in the glove box.
 - xvii. Keep a truck mileage log and submit to this to the Board representative on a weekly basis.
11. Liaise with the designated Board representative at minimum on a weekly basis or more often as needed.