



**California Pacific Annual Conference
Of The United Methodist Church**

POSITION DESCRIPTION

POSITION TITLE: Site Support Staff
EMPLOYMENT CATEGORY: Non-exempt
ESSENTIAL MINISTRY TEAM: Leadership
LOCATION: Designated Camp Sites

MISSION OF THE UNITED METHODIST CHURCH:

“To make disciples of Jesus Christ for the transformation of the world.”

VISION OF THE CALIFORNIA-PACIFIC ANNUAL CONFERENCE:

“Inspiring the world as passionate followers of Jesus Christ so all may experience God’s life-giving love.”

POSITION PURPOSE AND OVERVIEW

Through special attention to maintaining the physical improvements and the grounds, the site support staff assists in accommodating guests in safe, clean and comfortable surroundings, supports guest groups' programs, washes the dishes and other kitchen ware, assists in the preparation, serving and clean-up of family style meals for guests and site staff, and enhances guests' enjoyment and camp/retreat experience. Responsible for keeping the camp buildings and grounds clean and doing minor repair work. May from time to time be asked to work as dishwashers or cooks helpers. They will be expected to have elemental knowledge of electrical, plumbing, carpentry repair and moderate level of general cleaning.

Supervised by: Camp Director or Operations Manager as applicable

Supervision responsibility for: n/a

Evaluation based on:

- Alignment with the mission of The United Methodist Church, the vision of the California-Pacific Annual Conference and the purpose of the Navigation Essential Ministries Team.
- Teamwork and decision-making habits consistent with Conference core values and expectations.
- Skills and competencies that include those relating to grounds and facility maintenance, hospitality skills, organizing and coordinating various tasks and assignments, safety and sanitation, and initiative.
- Level of integrity in the modeling of conference core values.
- Progress toward and achievement of goals.

**Site Support Staff
Approved**

ESSENTIAL FUNCTIONS

- Clean and maintain grounds and facilities to reduce risk of danger or injury to persons using grounds and facilities.
- Washes dishes, pots, pans and trays according to applicable American Camp Association Standards and state and local laws and regulations.
- Carries pots, pans, trays, dishes.
- Assists in unloading and storing supplies.
- Sweeps and mops kitchen and dining room.
- Removes trash from kitchen and dining room to dumpster.
- Cleans spills in kitchen and dining room.
- Maintains dishwashing area in a clean and orderly condition.
- Operates kitchen equipment safely.
- Performs cleaning functions as needed.
- Washes, sorts, counts, folds, marks or carries linens, and makes beds at sites that offer linen service.
- Vacuums, sweeps, scrubs, strips, waxes and polishes floors.
- Cleans cabins, rest rooms, hallways,
- Dusts furniture. Washes walls, ceilings, woodwork. Washes windows, door panels, sills.
- Empties and washes wastebaskets and trash cans, and transports trash and waste to disposal area.
- Replenishes rest room supplies
- Trims trees, scrub brush, and rake debris to clear a fire safety zone
- Minor repair of items recommended by staff including electrical, plumbing, and carpentry.
- Assists in maintaining facilities for trash collection company, gas company, and electric company.
- Moves materials and supplies to appropriate areas in camp as requested.
- Assists in maintaining inventory of cleaning supplies and equipment.
- Performs minor routine maintenance functions such as tightening locksets, replacing light bulbs, unstopping clogged drains.
- Assists in other maintenance functions such as painting, roofing,
- Assists in preparing the swimming pool for the season, maintaining its operation for the season and in shutting down the swimming pool at the end of the season.
- Assist in maintaining and repairing the Septic System or Sewage Treatment Plant.
- Maintain and build trails near to and inside the camp
- Assist in maintaining a water treatment plant or process for potable water use within camp

The activities and essential functions listed in this job description are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.

**Site Support Staff
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The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to use hands to grasp, handle or feel.
- The employee frequently is required to reach with hands and arms.
- The employee frequently is required to walk, sit, stand, talk and hear.
- The employee frequently is required to traverse steep and uneven terrain.
- The employee is frequently required to climb or balance, stoop, kneel, or crouch or crawl.
- The employee must regularly lift and/or move up to 100 pounds.
- The employee frequently is required to lift 20 pounds above head level.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities, and camper and staff behavior.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- The employee will regularly be exposed to extreme heat.
- The employee regularly works in outside weather conditions.
- The employee will regularly work near moving mechanical parts.
- The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and risk of electrical shock, and risk of fire.
- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The employee may work at an elevation above 6000 feet and in temperatures above 100 degrees F and below 32 degrees F. Occasionally there may be snow.
- The noise level in the work environment is usually moderate.

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SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITY

- Must have the ability to prioritize and organize varied/multiple tasks.
- Excellent time management and organizational skills.
- Must be able to work independently and take initiative to complete tasks.
- Must possess excellent people skills.
- Add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- Ability to effectively communicate orally and in writing.
- Knowledge of current health and safety laws and practices.
- Ability to operate and maintain, or ability to learn to operate and maintain tools, equipment and vehicles used in the performance of this job.
- Ability to thrive in a Christian ministry setting.

EDUCATION AND CERTIFICATIONS

Possession and maintenance of valid driver license

Possession of, or ability to obtain and maintain:

Community CPR certification

American Red Cross Standard First Aid Certification or equivalent

EXPERIENCE

Experience with basic electrical, plumbing, carpentry repair, and moderate level of general cleaning.

Experience in providing and/or understanding of Christian hospitality.

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Acknowledgement of Receipt

I have read and understand the position description information for the Site Support Staff position and hereby state that I can perform the essential functions of the job with or without reasonable accommodation.

Print Employee Name

Employee Signature

Date

**Site Support Staff
Approved**