



## **Maintenance Team Member Job Description**

***The mission of GENEVA Camp and Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.***

GENEVA welcomes 4,000 children in the summer months during its youth camp program. More than 12,000 people are welcomed from August - May each year when the grounds serve as a destination for various occasions. These include adult, youth, and family retreats as well as church, school, business, and non-profit meetings and events. Located along Lake Michigan in Holland, MI, GENEVA offers 1,200 feet of lake frontage and 35 acres of woods.

**Status:** Full-time, hourly

**Reports to:** Maintenance Director

**Compensation:** \$17-\$18.50/hour

### **POSITION PURPOSE:**

This position provides direct support to the maintenance department by assisting the Maintenance team in ensuring all GENEVA facilities, grounds and equipment are maintained in good and safe condition as well as in compliance with state, county, and other regulatory agencies' rules and regulations.

### **Personal Characteristics Desired:**

- Strong commitment to the Christian faith
- Willingness to support the mission of GENEVA
- Self-starter, able to see work and take initiative
- Characterized by a servant's heart and willing spirit

### **Key Responsibilities:**

#### Grounds

- Responsible for mowing, leaf pick-up, snow removal, tree cutting, irrigation maintenance, landscaping, etc.
- Perform and ensure completion of small grounds projects as they arise

#### Buildings

- Perform work related to GENEVA facilities such as painting, light carpentry work, as well as basic electrical, plumbing, and heating work
- Responsible for floor care including carpet cleaning and stripping/waxing of hard floor surfaces
- Ensure completion of any problems that arise

#### Retreat Ministry Support

- Responsible for retreat group set ups
- Provide maintenance support to groups upon arrival and during their stay that involves such tasks as technical support, set up additions (tables, chairs, etc.) or other items that involve maintenance of lodging and meetings spaces, or grounds
- Take downs of tables, chairs, A/V, etc. following retreat groups in a timely manner in coordination with housekeeping department

## Other Functions

- Work with volunteer groups in performing designated projects at GENEVA
- Perform pool maintenance or repairs
- Janitorial duties
- Occasional on-call or flexible work hours may be necessary

## **Experience/Qualifications/Necessary Skills/Knowledge:**

- Three (3) years of experience in general maintenance of grounds and equipment
- CDL and CPO license preferred
- Ability to work well with others on a team, including volunteer groups, in meeting GENEVA's facility needs
- Knowledge of basic maintenance: heating, electrical and equipment
- Demonstrated commitment to doing things correctly and completely
- Willingness to learn new skills and take direction

## **Physical Demands of Position**

- The ability to perform work outdoors and/or indoors in a ministry center environment
- The ability to sit, walk and/or stand for extended periods of time
- The ability to bend, stretch, reach with a full range of motion, climb ladders, and to lift moderate weights

## **Why you might want to work with us:**

In addition to working within the GENEVA maintenance team, you will be part of a ministry with a mission of sharing with children that their identity and purpose is in Jesus Christ. At GENEVA, we invite folks (both youth and adults) to step away from the busyness of their everyday lives to hear God's call on their lives. We serve in one of the most beautiful environments of God's creation on Lake Michigan with an energetic staff team who get a lot done and have fun while doing it.

GENEVA's benefits for full-time staff include vacation, sick and holiday pay; medical and dental insurance coverage (95% of premiums paid by GENEVA), short-term and long-term disability coverage, life insurance, and 403(b) retirement benefits after one year of service.