

**Gull Lake Centre  
JOB DESCRIPTION**

**POSITION:** Part Time Caretaker (approx. 20 Hours per week.)

**REPORTS TO:** Hospitality Manager

**JOB Qualifications / SUMMARY:**

Candidate must be a self-motivated individual who is able to work well without supervision. Attention to detail and a friendly face to our guests while performing job duties.

Clean and prepare the campus for each camper and guest. Create a welcoming impression in each space.

Weekend Availability is mandatory.

**JOB DUTIES:**

<b>Key Accountability:</b>	Cleaning
<b>Duty Statement:</b>	<ul style="list-style-type: none"> <li>• Create a space for campers to connect with Christ by offering a clean and welcoming space for them to enter into and resetting the space after a group leaves.</li> <li>• Take ownership of the cleanliness of Gull Lake Centre setting the example of expectation to the rest of the leadership team.</li> <li>• Clean all buildings after use to a high standard as set by the Hospitality Manager.</li> <li>• Clean / Prep high traffic areas during the day / evening as needed. Restock Janitorial storage rooms around the campus.</li> <li>• Deep clean spaces and items periodically making the spaces better and cleaner.</li> </ul>
<b>Percentage of Time:</b>	95%
<b>Key Accountability:</b>	Communication to staff
<b>Duty Statement:</b>	<ul style="list-style-type: none"> <li>• Communicate broken items to maintenance manager / Hospitality Manager.</li> <li>• Communicate ideas for purchase or new projects to make the Centre better to the executive director through the Hospitality Manager</li> <li>• Communicate daily using a log sheet of areas worked, needing attention, etc. submitted to the Hospitality Manager at the end of each day.</li> </ul>
<b>Percentage of Time:</b>	5%