

MANCELONA CAMP

CARETAKER RESPONSIBILITIES

Updated November 2021

QUALIFICATIONS:

This person must have a strong personal relationship with Jesus Christ, be self-motivated, able to encourage, work with people and be skilled in general maintenance, such as minor electrical, plumbing, carpentry and mechanical work. This person must agree in writing and exemplify in life his agreement with the Missionary Church Articles of Faith and Practice

ORGANIZATIONAL RELATIONSHIPS:

While this position is referred to as a caretaker role, it is also understood that there are some managerial aspects to it, making it a Caretaker/Manager role with a very strong emphasis on caretaking and a minimal emphasis on management (For example, an 80/20 split of responsibility and time). The Camp Caretaker will be responsible to the Camp Board through the Camp Chairman, to whom he shall answer directly. The Camp Caretaker will provide a written monthly summary of activities and work completed to the Camp Board. The Camp Caretaker is expected to be on-site and performing his duties during camp meeting. The Camp Caretaker shall inform the Camp Chairman of vacations and days away from camp. The Camp Caretaker's work shall be evaluated annually (typically in January) by the Camp Chairman and the Camp Board.

EQUIPMENT:

The camp will be responsible to provide any and all needed equipment for the work of the caretaker to the best of its financial abilities.

RESPONSIBILITIES:

1. The Caretaker shall have the primary responsibility for the maintenance and upkeep of all camp facilities and equipment. This job will entail at least ten hours of work per week, with significantly more work required during the week of family camp. Being responsible means that the Caretaker will either accomplish assigned tasks personally or ensure that they are being completed by others.
2. Maintain the grounds to ensure a neat appearance for the camp, which includes mowing lawns and trimming trees and brush. Maintain equipment and machinery with the understanding that repairs that are beyond his capability may be contracted out upon the approval of the Camp Board.
3. Work with the Camp Chairman to plan and coordinate workdays to accomplish the larger maintenance projects (including leaf removal), cleanup efforts and camp improvements. Make sure that materials needed for these work groups are in place when the crews arrive.
4. Work with a local sanitation service to provide a dumpster on site for usage during camp meeting, ensuring that the dumpster is emptied prior to camp and three times during the camp week.
5. Ensure that all septic tanks on the grounds are emptied at least once every two years.
6. Prepare water lines for winter (blow them out) and winterize toilets. Prepare lines for summer operation. (Turn water on & repair any leaks.)
7. Maintain a proper inventory of all paper and cleaning supplies for every building on the grounds, storing them as necessary for the winter months.
8. Be responsible to make sure that all buildings owned by the camp are cleaned and ready for each camp usage, which includes painting, light bulbs, propane tanks, water heaters, etc.
9. Maintain and be responsible for rest room facilities with daily cleaning and proper paper supplies during camp usage.
10. Inspect all buildings after each camp usage. Record any damage and report it to the Camp Board.

11. Be responsible to keep roofs from excessive snow buildup and keep open an access way to the buildings.
12. Be alert to and comply with the Antrim County Fire and Health Department codes under the auspices of the Camp Board or its representative.
13. Maintain a supply of towels and linens for use in the guest rooms.
14. When guest workers are staying on the grounds, the caretaker is to provide workers with clean living quarters and clean bathroom facilities.
15. Maintain camp sign out by road. As soon as the plowing season is done, the sign should be hung with appropriate dates listed (approximately May 1st).
16. Keep caretaker's home and yard in good repair and presentable at all times.
17. The Caretaker shall provide security for the camp by living in the Caretaker's house and providing the following services.
 - 1) Perform weekly visual security check of all buildings and grounds and a regular security check of all windows and doors.
 - 2) Report any vandalism or break-ins to the police, and then call the Camp Chairman.
 - 3) Storm damage must be reported to the Camp Board Chairman, who will contact the insurance company as needed.
 - 4) Be responsible for daily closure of facilities during camps (i.e., lights, fans, doors, etc.)
 - 5) The Caretaker shall serve as a public relations liaison between the Missionary Church and any rental groups using the camp.
 - 6) Shall be responsible for checking in and checking out all rental groups.
 - 7) Be available to give instruction and advice on the operation of camp facilities to any guests or workers as needed.
 - 8) Be available to receive reports of malfunctioning equipment or needed supplies.
18. Be responsible to see that the following managerial issues are addressed
 - 1) Staff housing for family camp
 - 2) Campsite registration
 - 3) Appropriate signage throughout the grounds
19. Other duties as assigned by the Camp Chairman and the Camp Board.

SALARY:

1. The Caretaker's residence at the camp, as well as electric, camp phone, and internet.
2. It is understood that this does not constitute full-time employment and that the caretaker may feel the need to augment his income with other employment while still fulfilling his caretaker duties.
3. When outside groups use the grounds, a percentage of the income to the camp from the outside group will be given to the Caretaker for his services. This percentage will be agreed upon between the Caretaker and the Camp Board.
4. The Caretaker may take four weeks of vacation during the off-season, making sure to inform the Camp Chairman of the time away from camp.
5. Any additional employees needed (for spring clean up, etc.) must be cleared by the Camp Chairman prior to hiring.