The **Camp Capers Facility & Maintenance Steward** supports the physical site operations of Camp Capers. This position assists with repairs and maintenance of Camp Capers facilities, grounds, equipment, and vehicles. It is imperative for the Facility and Maintenance Steward to exemplify Christian hospitality to all guests while serving alongside all staff members. Based at Camp Capers, this position will work closely with Facility and Maintenance Coordinator and is accountable to the Director of Camp Capers.

**Job Responsibilities**

- Work with the Facility and Maintenance Coordinator to complete work orders and other facility, maintenance, and grounds issues
- Assist in repair and preventative maintenance of camp facilities, grounds, equipment, and vehicles
- Perform janitorial and general maintenance duties
- Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards
- Help prepare all facilities ensuring that they are inviting and welcoming before guests arrive.
- Help prepare, cook, and serve meals and assist with meal clean-up, as needed and as scheduled
- Give or arrange for camp tours to potential retreat groups, as needed
- Promote Camp Capers offerings to congregations, summer staff, college missions, and other groups.
- Help support the summer camp program as needed.
- Participate in meetings / conferences / workshops as requested.

Other duties as needed and assigned.
Facility & Maintenance Steward
Job Description

Effective Date: March 18, 2024

Skills Required

Demonstrate servant leadership
Enthusiastic and welcoming personality
Strong willingness and ability to collaborate with others but also work independently
Demonstrates the ability to take initiative
Interpersonal skills
Self-starter and organizer
Excellent organizational skills and ability to prioritize tasks and goals
Ability to manage time efficiently
Ability to safely and properly operate and maintain power tools and heavy equipment
Ability to safely operate and maintain cars, light trucks, tractors, and other motorized vehicles
Friendly and professional demeanor
Ability to understand and implement safety regulations and procedures
Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
High school diploma or GED required; Bachelor’s degree highly recommended
Flexibility to adjust to changing program and operational needs

Work Environment

Part-time position
On-site housing on the Camp Capers property
Guadalupe River access
Multiple teams with varied focus and priorities
Various participants from elementary school to high school campers in addition to a wide variety of groups, conferences, and retreats
Shared office space with staff
Extensive walking and standing
Natural and florescent lighting
Physical lifting of 30 pounds and carrying 30 feet
Days, evenings, nights, and weekends are part of the workday
Workday may often be split with morning duties and evening duties
Occasional travel with overnight stays
Facility & Maintenance Steward
Job Description

Effective Date: March 18, 2024

Compensation and Benefits

Hourly Pay  $16.00

Pension  9% of salary contribution

DWTX Holidays  11 days*

(New Year's, MLK, Good Friday, Fiesta Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day)

*Due to the seasonality and scheduling of conferences, camps, events – the actual Holiday time will be given within 4 weeks of the Holiday as per the day request of the employee, not impacting the need of the facility at the time of the scheduled day.