

## PCCC Job Description

**THIS FORM MUST BE COMPLETED FOR ALL STAFF**

(Must be submitted to HR before first day of work)



Position: Seasonal Maintenance Staff  
Reports To: Maintenance Manager

Date Revised: 5/16/19  
FLSA Status: Non-Exempt  
Student Employees: Exempt

### POSITION SUMMARY

The primary responsibilities of the Maintenance Associate are to maintain the grounds of Palomar Christian Conference Center. The Site Laborer may be asked to help in other areas of the camp maintenance program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Responsible for guests' care, safety, and wellbeing
- Ensure that the guest needs are met at all times
- Look for and make use of teachable moments
- Pray for the staff, campers, and churches
- Participate in staff Bible studies
- Assist with wild land fire emergencies
- Keep regular, timely attendance while maintaining a clean, safe and unobstructed workplace
- Regularly required to stand, sit, walk, use hands to handle or grasp, reach with hands and arms, talk. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. May be required to lift a minimum of 25 pounds.
- Overlap into other areas of camp may occur as directed by supervisor.
- Participate in maintaining current Infrastructure and constructing new infrastructure at the direction of the Maintenance Manager
- Participate in maintaining the grounds at the direction of the Maintenance This may include, but is not limited to, weed whacking, mowing lawns, blowing leaves, chopping firewood, and pest control.
- Make sure guest fire rings are prepared at the direction of the Retreat Coordinator

### JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith and submits all other goals and desires to that main goal.
- Excellent verbal and written communication skills.
- Interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Good customer service skills, presenting a professional appearance and demeanor.
- Strong attention to detail and organization while managing multiple priorities.
- Able to lift a minimum of 25 lbs.
- First Aid and CPR certified (will train).
- Ensures that s/he could lead or introduce campers to Jesus Christ as Savior.
- Athletic lifestyle
- Enjoys and relates well with others, exhibiting patience and a strong Christian witness.
- Able to work in a fast-paced environment.
- Is proficient in basic Microsoft applications (Windows, Office)

### TYPICAL WORK SCHEDULE

- This position will average 40 hours in a five-day workweek.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities. The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_