



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Groundskeeper & Maintenance

LOCATION: Three Trails Camp and Retreat Center

JOB CODE: 2

CLASSIFICATION: Exempt Summer Staff Seasonal

DATE: March 14, 2019

REPORTS TO: Maintenance Supervisor and Assistant Maintenance Supervisor

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Assist with general grounds keeping, maintenance and janitorial duties of camp property.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Responsible for upkeep of grounds. This includes mowing grass, trimming along sidewalks and roads, trimming shrubs and bushes, picking up fallen limbs, and spraying weeds with weed killer.
- Water camp flowers and garden as assigned.
- Empty all trash cans on a daily basis.
- Set up and tearing down of meeting rooms.
- Assist housekeeping when needed.
- Vacuum common areas.
- Maintain equipment under supervision of maintenance supervisor.
- Use mowing, landscaping and property equipment.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- Be in attendance at all staff and camp meetings.
- Carry out assignments given for camp registration.

- Other duties as assigned

Minimum Qualifications:

Education: NA

Experience: Experience in landscaping, maintenance and/or janitorial preferred.

Certifications/Licenses: Driver's license from state of residence preferred.

Skills/Abilities: Ability to work long hours with limited breaks. Ability to work outside in hot, cold and/or wet conditions.

Supervisory Responsibility: NA

Safe from Harm Level: Level 3 Camp Training

Blood borne Pathogen Level: Level 3

Physical Requirements:

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform maintenance duties.

Lifting, pulling and pushing of materials up to 50 pounds to be able to perform property maintenance.

Requires bending, squatting and walking.

Standing up to 6-8 hours per day.

Travel: Not required

Driving: Driving not required, but preferred. Staff with a valid license from the state of residence will apply for approval through The Salvation Army Fleet Safety Program. If approved, the candidate might be asked to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: Work is performed on the camp property, indoors and outdoors, and includes weekdays and weekends based on the summer camp and divisional schedule.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date