



We have an opening at the Jewish Community Center's Camp Sabra for a **Seasonal Assistant Caretaker**. This position is 40 hours per week for the summer season, April to August. Position is located at our resident camp in Rocky Mount, MO (local residents, please, as housing is not available).

Purpose of the Job:

Under the supervision of the Camp Director and Caretaker, this seasonal position is responsible for the construction, maintenance, and repair of buildings and grounds, lawns, trees, shrubs, flowers, secondary roads, parking areas, athletic and recreation fields, and other facilities and areas. At times, will be required to work with and provide direction to vendors performing tasks for the JCC.

Essential Tasks:

- Provide quality customer service always; maintain professional and courteous manner.
- Maintain buildings to include interior and exterior repair as directed by Caretaker and/or Director
- Complete assigned maintenance work orders, logging work performed as required.
- Check time and inventory materials to be used for each job.
- Responsible for road grading and repair, sprinkling, and drainage.
- Attend to and/or supervise vendors in the care and maintenance of the buildings and grounds.
- Attend to weed eradication.
- Maintain and take care of shrubs and hedges, tree removal, planting, and spraying.
- Maintain playing fields, picnic areas, and other outdoor venues throughout the summer season.
- Perform related duties as assigned by a designated supervisor.

Qualifications:

- High School Diploma or GED required.
- Valid MO driver's license is required.
- At least 1-3 years prior experience of verifiable hands-on general maintenance (i.e. electrical (110,220,440), plumbing, grounds care, carpentry, general repair, painting, and equipment operation) is required. Proficiency in at least one major area is preferred.
- Ability to read and understand written material and instructions.
- Demonstrated skill in the use of lawn and garden equipment and tools as well as typical power and hand tools used in building maintenance.
- Demonstrated knowledge of materials, methods, and equipment used in the construction and maintenance of buildings and grounds, shrubs, hedges, and trees is required.
- Ability to climb and work with the use of a ladder.
- Ability to operate a tractor, truck, and lawn equipment.
- Ability to hear motor and engine noises.
- Must be able to use motorized equipment and both power and hand tools; drive around camp property and observe what needs to be done; communicate with staff; have physical strength (to lift, dig, load and unload, repair, etc.); ability to lift objects not to exceed 80lbs.

Position requires clearance of pre-employment criminal and motor vehicle records screenings, pre-employment physical and drug screen. Position is part of our random drug testing pool.

For more information about the JCC and Camp Sabra, please see our website: www.jccstl.org .

To apply for this position, please submit your resume, cover letter and completed J application to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email, "Seasonal Assistant Caretaker".

Our employment application is available for printing from the employment section of our website. Please note that this is not an online form.

The JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's eVerify Program.