



The Jewish Community Center has an opening for an **Assistant Caretaker** at our residential camp located in the Rocky Mount, MO area. This is a full-time position with benefits (medical, dental, flexible spending accounts, paid vacation, sick, and holidays, pension, 403b, LTD, life insurance, AD&D, voluntary insurance benefits, etc.)

Work schedule is Monday- Friday with weekend scheduling during the camp season.

Purpose of the Job:

As part of a team, performs various maintenance duties necessary to maintain Camp's ground and facilities.

Essential Tasks:

- Complete assigned maintenance work orders, logging work performed as required.
- Provide quality customer service at all times; maintain professional and courteous manner.
- Help coordinate and engage outside vendors to perform work as required. Prepare any facility needing outside contract work for easy accessibility by contractors. Assist in monitoring work performed by outside contractors.
- Maintain facilities for trash collection company, gas company, and electric company, etc.
- Attend staff trainings as required.
- Assist in moving materials and supplies to appropriate areas within camp as needed.
- Help to maintain inventory of maintenance supplies and equipment. Alert Caretaker when equipment and supplies require reordering.
- Be available during all times when campers are present, for emergencies.
- Assist the Caretaker with any fire, police, and emergency service departments, if needed.
- Help to maintain fleet of vehicles and boats in good operating condition. Repair, or help to supervise repair by outside service company.
- Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities.
- Help to maintain wells and pumps in good operating condition to meet water standards. Maintain grounds around wells and pumps.
- Assist in monitoring the sewer system.
- Be knowledgeable, to help the caretaker, of applicable state and federal regulations pertaining to sewer, water, garbage, electrical, and water standards. Utilize safety standards which comply with company, local, state and federal guidelines.
- Maintain grounds in off-season as recommended in consultation with camp caretaker. Assist in arranging jobs to take advantage of the changing weather conditions.
- Communicate daily with Caretaker when possible, and help to set up a workable and productive schedule.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Annual jobs may include:

- Check and repair chairs and benches.
- Prepare all vehicles for in-season use.
- Repair and/or rebuild docks.
- Inspect and make necessary repairs on all doors, screen doors, windows, floor boards, rafters, plumbing, porches, roofs, etc.
- Inspect all buildings and paint when necessary.
- Inspect and repair dining room tables and picnic tables.
- Inspect camp for trees that may need thinning, limbs removed, etc. Prepare trees or supervise contracted tree maintenance work.

- Repair and adjust all small motors (i.e., mowers, blowers, cutters, etc.)
- Maintain inventory of beds and mattresses.
- Repair items recommended by staff (i.e., boats, canoes, kilns, etc.)

Qualifications:

- High School Diploma or GED required.
- At least 1-3 years prior experience of verifiable hands-on general maintenance (i.e. electrical (110,220,440), plumbing, carpentry, general repair, painting, and equipment operation) is required. Proficiency in at least one major area is preferred.
- Mature, capable, mechanically oriented person.
- Ability to accept guidance and supervision from, and work with others.
- Ability to read and understand written material and instructions.
- Desire to live and work in a camp community.
- Self-starter and organizer.
- Current CPR and first aid certification preferred. Must be able to pass certification, training will be provided.
- Auditory, visual, ambulatory, cognitive, physical and communications abilities to perform all essential tasks.
- 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.

The person hired for this position must be able to pass pre-employment background screening to include criminal and motor vehicle records, pre-employment physical and drug test. This position is part of our random drug testing pool.

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

To apply for this position, please submit your resume, cover letter and J application to careers@jccstl.org . Our job application is available on the J's website for download and completion. Please complete and either scan/email or USPS mail to apply. Please include the position you are applying for, Assistant Caretaker, in the subject line of your email.

The JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.