

Job Description – Maintenance Assistant

Flathead Lutheran Bible Camp, Kalispell, MT
Classification: Sporadic; part time
Responsible to: The Maintenance Coordinator



Purpose: To maintain a safe, clean, hospitable environment for guests and campers.

Mission statement: To experience Christ's grace through Meaningful relationships, shared adventures and purposeful service.

This written Job Description for the position of Maintenance Coordinator shall govern in accordance with the employee's individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

The Maintenance /Community staff person will:

- Work with the maintenance Coordinator on the upkeep and repair of buildings and facilities, systems, (sewer, electric, water, kitchen equipment, propane, heating, pumps, and all other equipment) Assist with maintaining all vehicle, grounds, (lawns, trees, raking, mowing, snow removal)
- Work with the Wilderness and Maintenance Coordinator on the upkeep of the ropes courses, sail boats, wall tents, motor boats, and all camping equipment.
- Assist to maintain buildings through cleaning, trash removal, recycling, and compost.
- Other tasks may be assigned.

Qualifications:

- A heart for the gospel.
- Affirm basic Lutheran Christian faith and live within its values.
- Valid and current driver's license. (Commercial Driver's License preferred).
- CPR and First Aid training preferred.
- Ability to work on a team.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Basic skills in carpentry, plumbing, electrical, and mechanical repair; and knowledge and discretion regarding when to call a professional.
- Ability to work in compliance with ACA standards.

- Ability to oversee safety regulations for hazardous chemicals, etc.
- Ability to understand implement safety regulations and procedures
- Ability, both visual and auditory, to monitor for and identify safety hazards
- Ability to walk, stand, bend, and stretch
- Ability to lift up to 50 pounds regularly and 75 pounds occasionally
- Physical ability to respond appropriately to situations requiring first aid, e.g., to help in emergencies (fire, evacuation, illness, injury, etc.)
- Ability to work varied schedule as needed. Ability to work weekends, retreats, etc. is required.

Part Time: Approximately 20-25 hours per week; (Saturday, and Sunday are must work days) other days negotiable.

\$18.00 per hour