

Camp McDougall Inc. -- Job Description – Part-time Caretaker

1) Responsible to: Camp Director then Board of Directors

2) Qualifications:

- Experience in maintenance and repairs
- Self-guided worker
- Current Vulnerable Persons Record Check – to be submitted one (1) week prior to commencement of employment
- Requires the Operator Small Water Systems course
- Standard First Aid and Basic Rescuer CPR certification

3) Duties:

- Responsible for following all rules and regulations as outlined in the Staff Manual
- Ensures all garbage is placed in proper area
- Keeps washrooms clean and supplied (washroom building and Lodge)
- Checks the water system and equipment and notifies the Camp Director if any problems arise
- Checks for faulty electric circuits, switches that won't work or outlets that are dead. Notifies the Camp Director if any problems arise so that appropriate action can be taken.
- Keeps steps, doors, windows and screens in good repair.
- Keeps grounds free of hazards and waste.
- Accompanies the provincial health inspector during inspection of camp, if present.
- Maintain care and control of the 4-wheel all terrain vehicle
- Attends camp training sessions as requested by the Camp Director

***** Additional duties may be assigned at the discretion of the Camp Director**