

# Disciples Conference Grounds

## JOB DESCRIPTION FOR CUSTODIAN



1. Read and follow the Policies and Procedures of The Ontario Assembly of the Christian Church (Disciples of Christ) for the Disciples Conference Grounds and the standards of the Ontario Camping Association.
2. Be on site when camp is in use by any group
3. Confer with Camp Manager on a regular basis to discuss issues/concerns regarding the campground.
4. Cut and trim grass as necessary.
5. Keep grounds and driveways clear of debris.
6. Check for insect infestation and set mouse traps as necessary when camps are not in session. Remove wasp and hornet nests as needed.
7. Carry out general maintenance, such as painting or minor repairs. Notify Camp Manager of any major repairs needed.
8. Remove and/or replace broken or malfunctioning tools/equipment or small kitchen equipment as needed.
9. Discuss with Camp Manager or Property Chairperson or designate the need for replacement of major items.
10. Walk through with camp director at start and end of camp having the camp director fill in the "Walk-Through Sheet". Ovens, walk-in cooler, freezer, pantry, dishes, pots & pans, stoves, grill & barbecue should be left clean with no residue. Custodian must ensure these are clean before the next group. All sports equipment, tools, picnic tables and benches, etc. are returned to proper place – not on sports field or beach.
11. If any deficiencies are identified during the Walkthrough noted in #10, the Custodian will notify the Camp Manager, Property Committee Chairperson or designate of the deficiencies and make repairs as soon as reasonably possible.
13. Empty garbage from the Kitchen and Dining hall after each meal and bathrooms daily. Store it on site in the garbage shed until garbage and recycling day when it is taken to the roadside for pickup by 7:00am. Clean Garbage shed as needed.
14. Check washroom supplies etc. daily and replenish as needed.
15. Check Dining Hall and Washrooms daily; clean and disinfect as needed when camp is in use. Clean and disinfect toilets daily. Ensure there is enough sanitizing solution available, prepare more if needed.
16. Ensure cleanliness of all buildings prior to each camp use. Dust, sweep and mop out before or immediately after each group. Disinfect/wipe down all mattresses before or after use.
17. Advise Camp Manager and Director when leaving camp.

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18. Attach sign to gate when camp is in progress. (Camp in Progress sign)
19. Complete training with *Water Concepts* for water monitoring.
20. Follow procedure for water safety equipment in the pump house as outlined in provided manual.
21. Check and record water test daily when camp is in session as per *Water Concepts* schedule and report as per *Water Concepts* instructions.
22. Notify Camp Director and Camp Manager immediately of adverse conditions affecting water supply and follow the guidelines in the provided manual for notifying *Water Concepts*. The Camp Manager will also be notified as soon as possible of any adverse conditions.
23. Accompany *Water Concepts* employees and any other service company employees that are on site when camps are in session.
24. Monitor water levels in the cistern to determine the need for ordering water. Order water to ensure that the camp is prepared for planned activities, i.e. water games, large groups.
25. Ensure all buildings are locked when camp is vacant. As well, when camp is vacant, all equipment will be secured and the gate locked when the Custodian leaves the property.
26. Responsible for operating and general maintenance of the tractor and other motorized equipment. No unauthorized person is allowed to use same.
27. Ensure that fire extinguishers and smoke alarms remain properly located to ensure the safety of the camp. Change smoke alarm batteries as needed. Check and sign off on each fire extinguisher monthly.
28. Make the rental groups aware of the Fire Procedure for the Campground and the location of the emergency numbers.
29. Submit receipts for expenses to the Camp Manager monthly or more often depending on the number of purchases made. Any expense greater than \$75 must be approved by Camp Manager prior to the purchase. *Only expenses with receipts will be reimbursed.*
30. For Disciples camps, as Custodian duties permit, the Custodian is invited to participate in the camp program as a staff member. For other groups, participation with their program is at their invitation and discretion of the individual invited.

**\*\*NOTE:** The custodian will report to the Ontario Assembly of the Christian Church (Disciples of Christ) [OACC] Board and/or the Property Committee through the Camp Manager or the Property Committee chairperson – and take instructions from him/her alone unless the Property Committee designates another person as the contact.

**\*\*** The custodian shall not take instruction from other person(s) or groups. **If approached by a client, refer them to the Camp Manager or the Chairperson or designate.**