

## LAKE LUNDGREN BIBLE CAMP JOB DESCRIPTION

POSITION: Maintenance Tech – Custodial Coordinator

RESPONSIBLE TO: Maintenance Director

### GENERAL QUALIFICATIONS:

1. Has expressed saving faith in Jesus Christ and desires to see campers come to know and grow in Him.
2. Is in agreement with Lake Lundgren's philosophy and policies.
3. Is eager to learn, enjoys campers, and shows a consistent walk with God.
4. Does nothing out of selfish ambition or vain conceit, but in humility considers others better than himself. (Phil. 2:3)
5. Is flexible and able to work with other staff members and campers.

### JOB RELATED QUALIFICATIONS:

1. Able to supervise and get along with others
2. Views the position as a servant ministry
3. Is able and willing to learn new skills
4. Is detail oriented

### GENERAL RESPONSIBILITIES

1. Strive to make the camp facilities a testimony to the Lord in terms of cleanliness and readiness for use.
2. Assist the camp in fulfilling its Mission in serving campers and guest groups.
3. Strive to fulfill camp's Core Values throughout personal daily activities.
4. Assist in other areas as needed or assigned.

### SPECIFIC RESPONSIBILITIES

1. Oversee the upkeep of interior of buildings (all sleeping, meeting, dining, office, restroom facilities); including minor repairs.
2. Oversee and minister to custodial volunteer staff.
3. Function as the primary housekeeping person, cleaning facilities according to written procedures and schedules.
4. Inventory, stock and purchase all cleaning supplies and paper products to maintain inventory through approved vendors.
5. Have buildings ready for people when they arrive for camp programs.
6. Maintain current housekeeping procedures for each camp building you are responsible for, coordinating with others working in those buildings.
7. Schedule and do preventive housekeeping maintenance (e.g. carpet cleaning, window washing).
8. Keep work and storage areas clean and stocked.
9. Keep tools and cleaning equipment in good repair.
10. Assist with routine inspections, maintenance, and record keeping.
11. Work with maintenance director and vendor to stay up to date on cleaning procedures and chemicals.
12. Maintain hospitality supplies.

**Lake Lundgren Bible Camp** N18250 Lake Ln., Pembine, WI 54156  
715-324-5457 email [camp@llbc.org](mailto:camp@llbc.org)

Application can be found @: <http://www.llbc.org/new/ministry-openings/>  
All Full-Time positions are Missionary supported.