

Maintenance Assistant
Hanging Rock Christian Assembly

Position Purpose

The Maintenance Assistant helps provide a safe, clean, attractive, and well-maintained environment throughout the camp property. This position supports the ministry of Hanging Rock Christian Assembly by serving campers, guests, staff, and supporting churches with excellence. The Maintenance Assistant works closely with the Maintenance Lead to maintain the grounds, facilities, equipment, and recreational areas while demonstrating a servant-hearted attitude.

Reports To: Executive Director

Direct Supervisor: Maintenance Lead

Primary Focus: Grounds Maintenance

The primary responsibility of this position is to maintain the camp grounds and outdoor facilities, including:

- Mowing, trimming, and landscaping.
- Maintaining shrubs, trees, roads, lighting, playgrounds, recreational areas, picnic areas, campfire areas, creek areas, trails, and the pond.
- Emptying trash receptacles and maintaining picnic tables and benches.
- Maintaining utility vehicles (Gators), mowers, weed eaters, blowers, tractors, and other grounds equipment.
- Performing preventative maintenance on buildings, equipment, and vehicles.

Assist Maintenance Lead With:

- Responding to maintenance requests, including leaky faucets, broken locks, and minor electrical repairs.
- Performing routine inspections of doors, windows, lighting, plumbing, and other facilities to identify maintenance needs or safety concerns.
- Completing basic repairs, including plumbing, replacing damaged flooring or tiles, and adjusting doors and hardware.
- Assisting with facility improvements such as painting, mounting shelves, and installing televisions.
- Organizing and maintaining tools, equipment, and maintenance supply areas.
- Assisting with larger repairs and seasonal maintenance projects.

- Following all safety procedures when operating equipment, climbing ladders, handling cleaning products and maintenance materials.
- Documenting completed work and reporting recurring maintenance issues to the Maintenance Lead.

Additional Responsibilities

- Maintain inventory of maintenance supplies and equipment; assist with ordering as needed.
- Work with the Maintenance Lead to plan and coordinate volunteer workdays.
- Be available for on-call responsibilities during, retreats, and special events.
- Assist with feeding and watering horses.
- Help maintain recreational equipment, including the zip line, giant swing, climbing wall, rappelling area, and low ropes course.
- Assist with set-up and teardown for camps, retreats, rental groups, and special events.
- Continuously seek cost-effective methods and improvements to increase efficiency while maintaining quality.
- Perform other duties as assigned by the Executive Director or Maintenance Lead.

Qualifications

- General knowledge of groundskeeping, maintenance, and basic repair techniques.
- Ability to safely operate lawn and maintenance equipment.
- Ability to lift, carry, climb ladders, and perform physical work in varying weather conditions.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Willingness to support the Christian mission and ministry of Hanging Rock Christian Assembly.

Employee Signature: _____ **Date:** _____

Executive Director: _____ **Date:** _____