



ALPINE CAMP AND CONFERENCE CENTER

FACILITIES TEAM MEMBER HOUSEKEEPING

DATE WRITTEN: 01/01/2012

STATUS: PART-TIME

PURPOSE

To support Alpine and the Facilities Department by being willing to help in any way, thereby fulfilling our mission in providing a mountain top encounter with Jesus Christ.

ACCOUNTABILITY RELATIONSHIPS

Reports to the Facilities Manager and works closely with Guest Relations, Program Managers and various other staff members as needed.

GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

SPECIFIC QUALIFICATIONS

- Should have a positive attitude, be self motivated, trustworthy and a thorough work habit.
- Friendly and easy to work with, teachable attitude and able to work alone with a strong safety awareness.
- The ability to work inside and outside in various conditions such as cold and hot temperatures, rain, snow, high winds and dust.
- Maintain a flexible work schedule including days, nights, weekends and holidays.
- At least one year of experience in the construction industry.
- Knowledge of basic construction tools and ability to use them.
- Knowledge of residential and commercial maintenance.

GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.

- Comply with all policies and practices as outlined in Alpine’s Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Commit to Alpine’s Relation Covenant guidelines.
- Other duties as assigned by Alpine’s executive leadership.

SPECIFIC RESPONSIBILITIES

- Take responsibility and care for all equipment and materials used.
- Work in a spirit of cooperation and mutual assistance with all other staff members of Alpine.
- Be a good steward of your time and Alpine’s resources.
- Perform regular inspections, preventative maintenance and repair on all buildings and equipment.
- Takes an active role in servicing the guests as their needs arise.
- Implements, maintains and supports Alpine’s safety standards.
- Duties as assigned by the Facilities Manager (i.e. painting, raking, plumbing, carpentry, housekeeping, pool maintenance, odd fix it jobs, gardening, etc.)

GENERAL ESSENTIAL FUNCTIONS

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders
- Capable of lifting and carrying up to 50 pounds
- Possesses a valid California driver’s license and a clean driving record or an Identification Card.
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

SPECIFIC ESSENTIAL FUNCTIONS

Signatures:

I _____ have read and received a copy of my Job Description.
 (Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

Employee

Date Reviewed with Supervisor

Supervisor

Date Reviewed with Employee