



Custodial Assistant: Two Seasonal Contracted Positions

Vision:

People of all ages may experience community, restoration, and physical and spiritual growth in a Christian camping and retreat environment. People at camp build meaningful connections, foster existing relationships, and create new friendships. People at camp feel refreshed, rejuvenated, rested, and reconnected. People at camp acquire leadership skills, participate in physical activities, and receive teaching to grow in their Christian journey.

Purpose:

The Custodial Assistant will provide onsite custodial support at Camp Harmattan for a seasonal contract. This individual will be responsible for: core cleaning and servicing, custodial inventory and supply management, deep-cleaning special projects, oversight of staff and volunteers, general camp, external bookings, and special events support, clean, professional, and safe work environment, as well as post-summer camp season responsibilities.

Department: Facilities and Site Department

Expectations of all Camp Harmattan Team:

- Uphold the vision, mission, values, and strategic plan of Camp Harmattan with the highest standard of excellence.
- Uphold and adhere to Camp Harmattan and external regulatory policies, procedures, best practices, principles, and standards.
- Possess a willingness to step outside of specific roles and responsibilities to help Camp Harmattan accomplish its vision and mission.

Core Responsibilities:

Core Cleaning and Servicing:

- Work with the Facilities and Site Manager and the General Operations Director to establish a daily cleaning and servicing custodial plan, as appropriate, for camp facilities, amenities and assets.
- Complete all daily cleaning tasks identified in the cleaning and servicing custodial plan such as, but not limited to: sweeping and mopping facility floors, cleaning, refreshing, and servicing washrooms, wiping down and dusting interior surfaces, and ensuring site laundry is cleaned, dried, and properly stored (with the exception of kitchen laundry), among other daily cleaning and tidying as required.
- Adjust daily cleaning tasks, as necessary, based on the site schedule and level of camper and guest presence.
- Stock, service, and refresh, as necessary, all facilities and amenities within custodial responsibility.

- Complete responsive cleaning tasks as identified by the Facilities and Site Manager and/or the General Operations Director that are additional to the established cleaning and custodial plan.

Custodial Inventory and Supply Management:

- Identify and plan for custodial supplies needed to service site facilities and amenities throughout the contracted term.
- Establish inventory systems and processes, and work with the Facilities and Site Manager to maintain an effective supply of custodial cleaning and servicing inventory.
- Submit regular custodial inventory orders that are cost effective and meet timing requirements.

Deep-Cleaning Special Projects:

- Work with the Facilities and Site Manager and the General Operations Director to establish a weekly, monthly, quarterly, and annual cleaning and custodial plan, as appropriate, for camp facilities, amenities, and assets that are not included in the daily cleaning and servicing schedule.
- Complete deep-cleaning special projects as identified by the Facilities and Site Manager and/or the General Operations Director that are additional to the established cleaning and custodial plan.

Oversight of Staff and Volunteers Assigned to Custodial Functions:

- Give task-focused instructions and provide oversight to seasonal staff and volunteers when assigned to custodial services.
- Plan and implement training programs for seasonal staff and volunteers assigned to custodial functions.
- Work with the Facilities and Site Manager to schedule seasonal staff and volunteer support to ensure sufficient and suitable coverage for all custodial responsibilities.
- When delegating cleaning tasks for a specific shift, communicate plans and special instructions to the designated custodial support.

General Camp, External Bookings, and Special Events Support:

- As requested by the General Operations Director and/or the Facilities and Site Manager, participate in staff planning meetings in support of Camp Harmattan's signature events that fall within the Custodial Assistant's contract terms.
- Be responsive to additional custodial requests from the Facilities and Site Manager.
- Coordinate with staff and volunteers, as appropriate, to assist with camp, rentals, and special events execution with a high standard of excellence.

Clean, Professional, and Safe Work Environment:

- Ensure all onsite custodial preparation and storage areas are tidy, clean, and orderly.
- Ensure that all custodial equipment throughout the site is regularly serviced to ensure it properly functions and meets safety standards.

- Identify any infrastructure or equipment that is in need of health, safety, or regulatory repair or replacement to the Facilities and Site Manager.
- Identify concerns, serious incidents, and challenges requiring senior or executive leadership awareness or action to the Facilities and Site Manager and/or General Operations Director in a timely manner.
- Proactively identify potential issues and challenges for the Facilities and Site Manager and provide viable solutions.

Post-Summer Camp Season Responsibilities:

- Debrief with the Facilities and Site Manager on the successes and challenges of the summer camp season, and summarize recommendations for consistency and changes for future summer camps and Camp Harmattan in general.
- Complete a deep post-summer camp clean, manage custodial inventory in a way that accounts for off-season special events and guest bookings, and seasonally decommission equipment that will not be utilized over the winter.

<p>Primary Working Relationships:</p> <ul style="list-style-type: none"> ● Facilities and Site Manager ● Operations Director ● *TBD ● Summer Camp Manager ● Seasonal Staff 	<p>Other Key Working Relationships:</p> <ul style="list-style-type: none"> ● Facilities and Site Assistant ● Food Services Coordinator ● Camp Harmattan Affiliates ● Camp Guests ● External Service Providers
--	---

Expected Competencies and Attributes:

- All employees for Camp Harmattan’s non-ministry positions must review the Church of the Nazarene Statement of Faith, however, are not required to be in agreement with it; they are, however, expected to act and speak in a way that does not demean or discredit it.
- The Custodial Assistant must agree to abide by the Association’s policies, procedures, and expectations.
- Exceptional Team and Leadership Skills:
 - A self-initiator who possesses a friendly, approachable, professional demeanour and a positive, team-oriented attitude.
 - Ability to coordinate with staff and volunteers and effectively delegate tasks, as necessary.
 - Ability to multi-task and appropriately prioritize simultaneous tasks, responsibilities, and adapt to changing priorities.
 - Demonstrated proactive commitment to general professional standards and external regulatory requirements.
 - Ability to troubleshoot and problem-solve general issues and determine what requires escalation to executive leadership.
- Experience (1+ years) performing custodial services preferred, but not required.
- Experience (1+ years) in camping ministry is an asset.
- Good health, stamina, and ability to participate in demanding hours and physical labour.
- While not required, residency in reasonable proximity to Camp Harmattan preferred.
- Class five driver’s license required.

- Clean background checks (both criminal and vulnerable sector checks are required).

Standards of Practice:

- The Custodial Assistant will be compensated at a competitive rate of \$18/hour and will be engaged through a 16-week seasonal contract that aligns with Camp Harmattan’s business processes. In addition to the summer contract, the Custodial will be given an opportunity, if desired, for an hourly rate for casual engagement of services in the non-peak season.
- Camp Harmattan is a mission-based organization whose programs fall outside a stereotypical Monday-Friday work week. Days off/Statutory Holidays may fall irregularly while adhering to Alberta Labour Standards for employment.

Working Conditions, Expectations and Requirements:

- The average work week for the Custodial Assistant will be as follows:
 - May 12 to June 30: 15 hours/week
 - July 1 to August 31: 25 hours/week
 - September 1 to May 11: Casual engagement, if willing (upon request for events & external bookings)
- Requested dates off from scheduled camp days between July 1 to August 30 will be submitted for review and approval by the Facilities and Site Manager by June 1.
- The Custodial Assistant will be required to be physically onsite at Camp Harmattan to fulfill the position’s core responsibilities for hours of work.
- There is no regular onsite requirement between September 1 and May 11 of each year, with the exception of occasional events or external bookings that the Custodial Assistant is willing to provide casually-engaged services for.
- Willingness to work evenings, weekends, and statutory holidays, as required.
- Willingness to actively engage in other duties as required to fulfill Camp Harmattan’s vision and mission.

Accountability and Reporting:

- The Custodial Assistant reports directly to the Facilities and Site Manager and, in the case of the absence of the Facilities and Site Manager, the General Operations Director.
- The Custodial Assistant is expected to engage feedback about custodial standards through informal and formal means, and be open to constructive feedback from appropriate sources.
- Year-end performance reviews will be conducted with the Facilities and Site Manager.
- The Custodial Assistant will participate in staff meetings with other members of staff when called.
- The position is required to regularly check-in with the Facilities and Site Manager to update on general progress and challenges experienced in areas of responsibility.

Interested applicants are invited to submit their CV or resume with a brief cover letter to tara@campharmattan.com by February 28, 2025. Only candidates selected for an interview will be contacted. All applications will be kept on file at Camp Harmattan for twelve months.