

Ministry Description

Lodge Coordinator

Responsible to: Managing Director
Direct Report: Food Services Director

Objective:

- The Lodge Coordinator will serve mostly in an operations capacity in order to ensure the safety of guests and care of the camp.
- They will be primarily responsible for sanitation, lodge cleanliness, and lodge set up.

Prerequisites:

- Exhibit a living, active and growing faith in Jesus Christ
- Be at least 15 years of age during the year of application
- Be physically fit, have good motor skills and be able to lift, bend, climb, etc.
- Be honest, responsible, industrious, and willing to follow directions
- Hold a WHMIS Certificate
- Attend all applicable staff training events

Outline:

- General sanitation services that may include, but is not limited to:
 - Setting and cleaning tables (before and after meals)
 - Ensure the proper preparation for receiving dishes after meals
 - Cleaning staff washrooms & showers inside the lodge
 - Cleaning buildings, including the spiritual life quarters
 - Sweeping, mopping, and vacuuming the lodge with the help of the Maintenance crew (you shall coordinate with the Maintenance Director on when and how they shall help you).
 - Doing and folding laundry for the kitchen, lodge and campers
 - Washing lodge windows, and keeping exits & doorways clean and clear
 - Assist in serving meals (as needed)
- Keep track of inventory of lodge supplies
- Participate in all staff activities for their section (theme meals, etc.)
- May participate in the summer program activities as time permits
- Consistently take time for personal prayer and Scripture reading