

### **Company Information**

Employer/Company Name: St. John Bosco Wilderness Camp  
Your Title: Camp Manager  
Contact Name: Bernie Vossen  
Address: Box 3002  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7K 3S9  
Telephone/Fax Number: 1-844-SJBOSCO  
(1-844-752-6726)  
Website: <http://www.johnboscocamp.com>  
Email Address: [manager@johnboscocamp.com](mailto:manager@johnboscocamp.com)

### **Job Information - Maintenance Staff**

Position Title: Maintenance Staff  
Responsible To: Maintenance Supervisor, Camp Director, and Camp Manager  
Location: Smeaton, Saskatchewan  
Apply By: May 1<sup>st</sup>  
How to Apply: Mail, fax or e-mail a resume and a camp application form. Application forms can be obtained at <http://www.johnboscocamp.com/jobs.html>. Contact [manager@johnboscocamp.com](mailto:manager@johnboscocamp.com) with any further inquiries.  
**Salary:** Starting at \$250  
**Duration of employment:** May to August, exact date to be determined  
**Starting date:** Mid May, exact date to be determined  
**Specific Responsibilities:**  
To clean garbage and perform general maintenance.  
Other tasks as assigned by the Maintenance Supervisor, Camp Director, and Camp Manager.

## Opening/Closing

To ensure that Opening and Closing days run smoothly.

To control traffic.

To clean camp grounds.

To place and remove all parking and registration signs.

To bring campers' equipment down to sleeping areas.

To be hospitable to campers and parents.

## Expectations:

Do regular maintenance around camp as needed. This includes repairs to buildings or other areas that might need it. A page for staff to write maintenance requests should be posted in the Mess Hall on the bulletin board that is on the door.

Clean all out houses and the Spa once a day, mop and clean all toilets, check toilet paper and keep fully stocked, replenish soap and hand sanitizers at each area when it is need, empty all the small garbage cans at the spa. All cleaning supplies for the outhouses and the spa are to be kept behind the Mess Hall in the area where the washing machine is.

Sweep and mop the Mess Hall once a day, if needed extra cleaning should be done due to weather conditions.

Sweep and mop the kitchen daily.

Fill the outside washtubs before every meal; wash, rinse, sanitize (1 cap full of bleach for every 1 gallon of water). Use just hot water since the water will cool down before campers come out to wash their dishes. Once campers are done their dishes empty and clean out the washtubs. Empty the slop pail into the grey water, then rinse out the pail. Sweep the concrete area around the sinks.

Do the kitchen laundry when necessary.

Empty garbage cans and recycling bins when needed. Do garbage runs to the dump when necessary. Store the recycling until it can be taken to Prince Albert.

In summer- drive the camper's bags down to their sites and

leave them on Newton's Trail at the top of the trail to the appropriate site for each group.

Area Takeover:

To act as Area Takeovers when assigned by Camp Manager/Camp Director.

To act as Area Takeover during 1:00pm - 2:00pm counsellor meeting.

To act as Area Takeover during assigned afternoon off (when needed).

To act as Area Takeover during assigned night off (when needed).