

Company Information

Employer/Company Name: John Bosco Wilderness Camp

Hiring Manager: Karen Babcock, Camp Manager

Address: PO Box 3002
Saskatoon, SK
S7K 3S9

Telephone/Fax Number: 1-844-SJBOSCO
(1-844-752-6726)

Website: www.johnboscocamp.com

Email Address: manager@johnboscocamp.com

Job Information - Maintenance Staff

Position Title: Maintenance Staff

Responsible To: Maintenance Supervisor, Camp Director, and Camp Manager

Location: Zeden Lake, Narrow Hills Provincial Park, Saskatchewan

Apply By: April 15 each year

How to Apply: Online application forms can be completed at
<https://johnboscocamp.com/jobs/>
Contact manager@johnboscocamp.com with any further inquiries.

Qualifications: interest and general proficiency in mechanical jobs
Current criminal record check with vulnerable sector search

Salary: Starting at \$275/week plus room and board

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.

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 bathrooms 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 needed, and 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 wash tubs. 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 assigned afternoon off (when needed).

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

Opening/Closing

To ensure that Opening and Closing days run smoothly.

To control traffic.

To clean campgrounds.

To place and remove all parking and registration signs.

To bring campers' equipment down to sleeping areas.

To be hospitable to campers and parents.