

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title: Support Personnel

Department/location: Glacier View Ranch/Ward, CO

Immediate Supervisor: Associate Director of Camp Ministries

Supervisory Responsibilities None

Status: Part-time, Non-exempt (hourly), 28 hrs/week

Starting Wage: \$15.69

Date: March 7, 2024

*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

### Job Summary:

GVR Support Personnel provide a variety of services to assist the various operational functions around the camp property.

### Duties and Responsibilities:

- Cleaning floors, furniture, windows, and other surfaces throughout the lodge, dining hall and other buildings.
- Cleaning bathrooms, including toilets, sinks and showers.
- Clearing outside sidewalks and entry areas from debris and trash.
- Emptying kitchen, lodge room, bathroom, office, etc. trash receptacles into the dumpster.
- Stocking supplies as needed.
- Assisting in the kitchen to prepare food, serve meals, wash dishes, and clean the kitchen.
- Providing maintenance support as directed by the supervisor.
- Reporting any items needing maintenance or repair.
- Assisting in housekeeping with tasks such as laundry, making beds, and vacuuming.
- Other duties as requested and/or assigned.

### Performance Factors:

The following Performance Factors are used to determine if the employee is meeting job expectations:

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, church members, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

### Qualifications/Requirements:

- Be a member in good standing of a church within the Rocky Mountain Conference
- Faithfully return tithe to the Rocky Mountain Conference

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- Education/Experience—Ability to recognize when an area or item needs attention, and an ability to receive and implement any recommendations or suggestions for change or improvement.

### Skills

- Knowledge of standard methods, practices, tools, and equipment of the janitorial/maintenance/foodservice.
- Knowledge of occupational hazards and safety rules.
- Knowledge of the proper use of chemicals, cleaners, etc.
- Ability to follow instructions.
- Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
- Ability to follow instructions for safely operating any maintenance equipment.
- Ability to follow instructions for safely operating all foodservice equipment.

Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)

- Planning/organizing
- Critical Thinking
- Time and organizational management

### Typical Physical Demands:

While performing the duties of this job, the employee must be able to stand and/or walk for several hours at a time. Ability to bend, kneel, and reach overhead. Ability to lift up to 50 pounds and carry items for short to moderate distances. The employee is required to use stairs and will need to carry items up and down the stairs. Must be able to effectively communicate in English both orally and in writing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Working Conditions:

Essential responsibilities are performed while working at Glacier View Ranch in Ward, Colorado, which is at an elevation of 8,760 feet. Employee must be able to work at this altitude. Tasks are performed in a variety of locations and conditions around the Ranch, including indoor/outdoor workshop areas, rugged outdoor areas, and indoor facilities such as the lodge, lodge rooms and cabins as well as the waste-water plant and fresh water facility. Some tasks are performed outdoors on a year-round basis; employee may be exposed to extreme hot and cold conditions, depending on the weather. While performing housekeeping and kitchen tasks, employee may be exposed to unpleasant and noxious fumes and odors and may require an employee to be exposed to hazardous work environments. While working in the kitchen, the employee will be exposed to excessive heat temperatures while using

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common kitchen appliances such as the industrial stove, oven, and dishwasher. In addition, many items in the kitchen are sharp and potentially dangerous. The employee will also be exposed to chemicals and solutions that are commonly used to clean and disinfect the bathrooms, kitchen, dining, and serving areas.

Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions and to use great skill and care when working in such conditions.

The position requires flexibility in hours available for work and will include evenings and weekends. The position is a part time, hourly position with an expectation of no more than 28 hours/week. This position is eligible for overtime when more than 12 hours are worked in a single day or more than 40 hours in a single week. There is no averaging of hours of two or more weeks. The workweek is defined as Sunday through Saturday. All overtime hours must be pre-approved by the direct supervisor.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. Glacier View Ranch in coordination with the Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

### Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the essential functions of this job, including the physical demands.

I understand that I must accurately record and report all hours worked and that I cannot volunteer my time for the same job that I am also paid to perform.

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Signature

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Date