



On Picturesque East Shore Pigeon Lake, Alberta

Hiring Part-time Property Maintenance Position

Reporting to the Executive Director, your job will be to support all aspects of Property Maintenance at the camp, including facilitating rental group orientations and departures. This position requires a person who is able to work responsibly and independently, initiate new efficient systems, solve problems, adapt to varying schedules, communicate effectively with the public and other camp staff, and develop effective systems for recording and tracking information.

Key Job Responsibilities Include:

1. Welcome and orient rental groups upon arrival (shared with Office Administrator).
2. Meet rental groups upon departure and ensure space has been left in good condition (shared with Office Administrator).
3. Offer and conduct tours of the facility (shared with Office Administrator).
4. After each rental, perform janitorial duties to ensure the camp is clean and ready for a new rental.
5. Perform scheduled cleaning and maintenance tasks – windows, eaves, cabins, etc. – in order to keep the camp clean, safe and in good condition.
6. Perform minor facility repairs as needed.
7. Assess needs for more complicated facility repairs and work with Property Committee to seek for volunteers or contractors to complete the work.
8. Seasonal: shovel snow from walks and deck.

Qualifications & Requirements

Minimum one year related experience, along with solid references
Experience working within a team and working on site independently
Skill in the area of property maintenance and effective cleaning procedures
Enthusiastic and comfortable in a camp setting

Compensation

Hourly wage to begin based on experience and qualifications \$25.00 - \$30.00 an hour.

Closing Date: October 15, 2024

To submit a resume (with 2 references),
email executivedirector@mulhurstcamp.ca

Website: mulhurstcamp.ca