

## Job Description for Male & Female (Couple) serving as Camp Smoky Christian Retreat Caretakers

*Each bullet point applies to both the male & female of the couple*

### Caretaker Position Recommendation:

1. The SCBA Director of Missions will continue as Supervisor for the Caretakers & Camp Manager
2. A married Christian couple
3. Members of a Southern Baptist church
4. Need to be called to this campus ministry
5. Need to live on campus to provide 24/7 security
6. Need to live on campus to provide care for rental groups
7. Overseeing preventative maintenance/general improvement when no groups are on campus
8. Preparation for groups, caring for groups while on campus, and clean up after groups
9. Male counterpart oversees care of male dorm rooms & female counterpart oversees care of female dorm rooms with any necessary cleaning while groups are on campus

### Preventative Maintenance/General Improvement Details:

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|--|--|
| 1. Grass Cutting/Trimming  | 12. Clean Bathrooms (as needed) 25 Showers, 31 Toilets, 32 Sinks   |
| 2. Leaf Blowing/Clean Up   | 13. Clean All Windows (as needed)  |
| 3. Gutter Cleaning   | 14. Clean 2 Fire Places (as needed)  |
| 4. Change Out HVAC Filters   | 15. Clean Kitchen Supplies (as needed) Pots, Pans, Racks, Tables, Shelves, Ice Machine, Walk-In Freezer & Fridge, Warming Bays, Appliances |
| 5. Insect Pest Control   | 16. Stock Material & Supplies in All Buildings   |
| 6. Change CO2 & Smoke Detector Batteries   | 17. Winterize Areas of Certain Buildings   |
| 7. Mold/Mildew Control on Walls, Mattresses, Etc.  | 18. Detailed Inspection Walkthrough After Groups Leave to Check for Proper Cleaning & Damage   |
| 8. Minor Plumbing/Electrical/Carpentry Repair & Maintenance                                | 19. Call Appropriate Agencies & D.O.M. for Urgent Maintenance Concerns   |
| 9. Upkeep/Repair for Maintenance Equipment   | 20. No expenditures over \$100 without prior discussion with DOM   |
| 10. Clean Dorm Rooms (as needed) Floors, Walls, Furniture, 144 Beds, 26 Tables, 350 Chairs |  |
| 11. Submit monthly Preventative Maintenance Reports  |  |

*Caretakers will need to work with the Camp Committee & Volunteer Groups to see that these details are met. Camp Committee members are encouraged to be active in the campus ministry during their 3 years of service to Camp Smoky. SCBA Church Volunteer Teams are provided free housing to help see that these preventative needs are met. These groups are not to take space from Retreat Rental Groups and are also expected to thoroughly clean up before they leave.*

### Benefits:

- ✓ \$15,000/year per employee (\$30,000/y)
- ✓ 5 utilities paid apart from salary: water, electric, propane, sewer, & trash (\$120/m, \$1,440/y)
- ✓ Fair market value rental provided for free (\$1,400/m, \$16,800/y)
- ✓ Christmas bonuses (\$600)
- ✓ Two weeks of vacation (after first 6 months) with one additional day per year (up to 5 years) for a total of three weeks **\*Vacation should not be taken during peak season\***
- ✓ Beautiful views & wildlife to enjoy!
- ✓ **Total Benefits valued at \$48,840**

***The persons filling this position will begin January 1, 2022***