



Beckwith

Organization: Beckwith Camp and Conference Center

Location: The Episcopal Diocese of the Central Gulf Coast – Fairhope, AL

Job Title: Maintenance, Grounds and Hospitality

Beginning Compensation: \$15.00 hr +

Position Purpose: The maintenance, grounds and hospitality personnel executes the maintenance, and repair of buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures. Reports to the Director of Operations.

Other Job Duties: Maintain clear and positive written and verbal communication with all staff. Work closely with staff to ensure good stewardship of all resources. Assist with special projects as needed. Other duties may be assigned by the Executive Director.

Job duties:

Maintenance oversight

1. Maintain Beckwith to be a welcoming, attractive, and safe space
2. Monitor expenditures to ensure compliance with the budget.
3. Execute system for regular maintenance and upkeep of buildings and grounds, including routine duties such as mowing, painting, AC filters, power washing, pool maintenance/cleaning etc.
4. Perform or arrange service/repair of equipment such as vehicles, appliances, AC systems
5. Perform or arrange service/repair of facilities such as swimming pool, septic system, and water system
6. Make emergency repairs when needed
7. Participate and update staff at weekly staff meeting
8. Keep records of facilities and equipment information
9. Maintain grounds for Challenge Course, pond acreage, and trails

Hospitality/Guest Services

1. Assist the Director of Operations in all aspects of hospitality
2. Coordinate with the Director of Operations to prepare facilities for guest use; chairs, tables, AV, newsprint, and ice in an effective timely manner
3. Break down and clean/vacuum meeting spaces and put away chairs, tables, AV, newsprint and ice coolers in an effective timely manner
4. Assist in monitoring that all building interiors are welcoming, clean, safe and ready for guest
5. Assist in monitoring guest kitchen areas (Alves, Cumming, Hardman, Bayfront) to ensure they are properly stocked and clean
6. Check buildings after use – AC controls, lights, fans, trash, etc
7. Provide support for kitchen, housekeeping, and guest services when necessary
8. Coordinate guest services with Reservations and the Director of Operations as a Guest Services and Nights/Weekend on call staff

Programs

1. Assist the Program Director with challenge course planning, development, and execution
2. Obtain Challenge Course certification to facilitate groups on the course
3. Assist the Program Director in the execution of programs as needed

Qualifications: Must be at least 21 years old. High school diploma required. Must be able to work within a budget and cut costs as needed. The job requires a basic understanding of plumbing, electrical, carpentry, pool, and automotive equipment repairs. Must be able to lift 50 pounds.

Hours: Irregular hours, including nights and weekends. Typical schedule is a 40-hour week, five days per week; however adjustments may be made based on Beckwith needs.

Overall Description

Beckwith is the spiritual center of the Episcopal Diocese of the Central Gulf Coast, the hub of Diocesan youth ministry and reaches out to the wider religious, educational and environmental community with quality facilities, resources and programming. It is the goal of Beckwith to provide hospitality for retreats, conferences and other gatherings to the people of the diocese, other churches, and non-profit groups. Our goal is to provide these services in a personal and relaxed but efficient way that enables guests to reach their goals for spiritual, personal, and organizational growth.

Working at Beckwith is service oriented and doing our jobs successfully is based on teamwork. Because of the wide ranging nature of the tasks involved in caring for our guests and facilities, it may be necessary to perform tasks outside our usual line of work. For example: when on duty in the kitchen a guest may come in and ask where sports equipment is found; an office worker may be called to help when a guest finds a broken water valve; a maintenance worker may need to help in the kitchen when a group suddenly has increased in numbers, or a cook must leave due to illness. The flexibility to help in such a situation in order to support the overall goals of Beckwith and get the job done is a requirement of working at Beckwith.