



Camp Lau-Ren Manual for Caretaker

To be used in conjunction with the **STAFF MANUAL**
For Volunteer and Paid Staff

Revised: June 2018

CAMP LAU-REN is a Christian Camp owned by Lau-Ren Camp Corporation of the United Church of Canada.

THE PURPOSE of the Camp is to provide an experience of Christian community in an outdoor setting wherein persons may have an opportunity for growth in personal relationships, a deepening awareness of God, and the development of personal faith and character.

LAU-REN CAMP CORPORATION owns the property and administers it in accordance with the purpose stated above as a non-profit enterprise, financed from campers' fees which are heavily subsidized by a grant from the Bay of Quinte Conference of the United Church and by gifts from individual congregations and United Church Women's groups in the Presbytery.

THE BOARD OF DIRECTORS is appointed by the Lau-Ren Camp Corporation to maintain the property and facilities, help plan the camping program and recruit volunteer leadership. Appointments endeavour to represent all areas of the Presbytery.

THE CAMP EXECUTIVE DIRECTOR is engaged by the Camp Corporation as executive director of the whole operation and is responsible to the Corporation through the Board of Directors.

MISSION:

Our Mission is to provide a Christian experience for campers by providing programs and services that foster Christian faith, provide opportunities for personal growth, develop skills to build community and relationships, foster an environment of inclusion of everyone, and provide opportunities to acquire new skills and knowledge.

VISION:

In Camp Lau-Ren's natural setting, there will be an opportunity to have fun, to gain a deepening awareness of others, a growing understanding of oneself, and a strengthening of personal faith as we meet God in Jesus Christ.

VALUES:

Respect
Collaboration
Community

Job Description (Risk assessment — 5)

The Caretaker (CT) is a general handyman aged 18 or over who is familiar with the basics of carpentry, plumbing, and small gasoline engines.

The main duty of the CT is to ensure the safe and sanitary condition of the grounds, the cabins and the washrooms. The CT ensures the ready availability of all sanitary consumables. Garbage pails are emptied on a regular basis.

The CT looks after cutting grass, maintaining the lawnmower and outboard motors, and making small repairs. The CT looks after the campfires and fireplace fires.

The CT can require anyone on Camp property to immediately stop any action that is destructive to property or endangers personal safety.

Tools in the Service Centre are for the use of the CT and are available for use by camp staff only with permission. Tools are not for use by campers.

The CT instructs the Camp on the Emergency Drill and carries one out at the beginning of the Camp week.

Qualifications

- a) A general handyman knowledge of basic carpentry, plumbing, and small gasoline engines (lawnmower and outboard).
- b) A minimum age of 18 years.
- c) Preferably has first aid qualifications.
- d) Has a Pleasure Craft Operator Card.

General Duties

1. Assume responsibility for the safety, care, maintenance and protection of Camp property such that all are clean and in good repair.
2. Keeps washrooms clean and sanitary, and the grounds neat.
3. Ensures that all window and door screens on all cabins and washrooms are in good repair and are intact at all times.
4. Ensures that all walls, ceilings, exhaust systems, filters and all floors in the food service and dining area are kept clean.
5. Rinses mops after each use and hangs all mops in a well-ventilated area.
6. Keeps the Service Centre and surroundings in a neat, orderly and safe condition.
7. Ensures that all gasoline and flammable liquids, in quantities of four litres or more, are not stored inside any closed building but uses the gasoline storage shed by the front of Fellowes Hollow.
8. Ensures that all poisonous or hazardous materials and machines used in maintenance are kept in locked storage and used only by authorized personnel. The use of any hazardous or poisonous material shall be conducted in a safe manner, allowing no unsupervised access by campers, and in accordance with provincial guidelines. Chemicals used for pest control are chosen with care, balancing efficacy with concern for environmental impact.
9. Keeps brush around all buildings trimmed, trimmings removed, and promptly return

- all cutting tools to the Service Centre.
10. Keeps garbage in plastic bags and stored in the garbage shack until picked up - twice weekly.
 11. Ensures that garbage bins are cleaned and air-dried when required.
 12. Ensures that all sand pails are kept full and see that all fire extinguishers and smoke detectors are in working condition.
 13. Ensures that the water barrel at the campfire is kept full.
 14. Ensures that there is an ample supply of matches or fire-lighter, dry wood, kindling and paper available for the campfire.
 15. Is responsible for the storage, maintenance, and repair of sports equipment in consultation with the Executive Directors.
 16. Co-operates with Camp Directors by advising or assisting them with matters related to Camp property.
 17. Orders consumable supplies regularly so that a sufficient quantity is on hand at all times.
 18. Ensures that fire regulations and emergency phone numbers are kept posted throughout the complete camping season.
 19. Informs the Camp Director and the Waterfront Supervisor when you leave Camp for any reason.
 20. Makes such small repairs to buildings, plumbing and facilities as are needed to keep everything functioning.
 21. Reports to the Executive Directors any need for more extensive repairs or service.
 22. Looks after the storage of archery equipment and ensures that the equipment is accessible only to authorized persons.

Pre-Camp Duties

1. Organize tools, equipment and supplies at the Service Centre.
 2. In consultation with the Executive Directors, order supplies for the summer.
 3. Assist the Waterfront Supervisor in pre-Camp set-up and maintenance of beach equipment.
 4. Set out sand pails at each cabin door. Each pail to be marked "For Fire Use Only" and kept full at all times.
 5. Ensure that government fire regulations and emergency phone numbers for fire, ambulance, hospital and police are posted by each telephone.
 6. Spray all poison ivy. Repeat in mid-July. Chemicals used for pest control are chosen with care, balancing efficacy with concern for environmental impact
 7. Perform such duties as the Property Chairman / Executive Directors direct.
 8. Arrange for garbage pick-up in consultation with the Executive Director.
 9. Ensure sports equipment is set out in proper locations.
 10. Ensure that all smoke detectors are working.
 11. Ensure that the two outboard motorboats (which are used for emergency rescue) are in serviceable condition.
-

CARETAKER—OPENING CAMP DUTIES

	Sweep and dry mop Directors room and Smyth Lounge.
	Put up volleyball net
	Put up 2 soccer nets
	Put up 2 tether balls
	Organize Janitor's Shed – more supplies coming Thursday
	Bring barbecue down to campfire
	Check all fire buckets and fill with sand
	Take Sports Box out of Patterson and put to left of large door – side closest to the Sports Field
	Inventory sports equipment
	Put sports equipment in sports box in front of McLaren Craft Hall
	Mow grass
	Put motors on boats.
	Clean bathrooms – camper washrooms, Smyth washroom, Infirmary washroom, staff washroom
	Sweep and wash Dining Hall floor
	Other duties as assigned

CARETAKER / JANITORIAL DUTIES

Daily Duties: Monday to Saturday inclusive:

- Washrooms:** Clean sinks, toilet bowls and seats, shelves and shower stalls each day.
Empty waste containers each day.
Remove sanitary pad bags and insert a new bag (unless empty) in each holder.
Make sure there are two toilet paper rolls in each toilet stall, one on the holder and one on the back of the toilet.
Ensure there is sufficient paper toweling in the holders and soap in the dispensers.
Sweep, then wash the floors. Use very hot water. Try to get them reasonably dry.
- Kitchen:** Ensure Kitchen Staff have emptied the garbage can after EVERY meal.
Sweep, then wash the kitchen floor between one and three p.m.
- Behind Kitchen:** Twice EVERY day, pick up boxes, cans, etc. and prepare for recycle pick up.
- Dining Hall:** Empty the garbage can after EVERY meal after Jumpers are done.
- Smyth Lounge:** Empty garbage bag and replace with clean bag.
- Porch:** Empty garbage can after the evening meal.
Empty recycle container as required and place cans in recycling shed.
- Campfire:** Prepare campfire each day during the afternoon and cover to protect from the rain.
Make sure there is enough wood at the campfire site and start the campfire if this is requested by the Director.
- Motor Boats:** Ensure motors are running smoothly – Start one motor and ensure it is in proper working order. The next day, start the other motor.
- Director:** Check with him/her if they require any items repaired or done. **DO NOT** attempt to make repairs unless you are skilled – ask the Executive Director.

Mondays:

In addition to the daily tasks above:

Check the garbage can in Smyth lounge, remove and replace bag.

Empty recycle container as above.

Check garbage can in the Craft Hall, remove and replace bag.

Tuesdays:

In addition to the daily tasks above:

Sweep, then wash the Dining Hall floor between one and three p.m.

Assist the garbage collectors with garbage removal (this takes place at 7:30 a.m.)

Rinse garbage shed floor using the hose and HOT water.

Wednesdays:

In addition to the daily tasks above:

Wash all garbage cans – inside and outside – Kitchen, Dining Hall, Camper Washrooms, Smyth lounge & washrooms, Staff washroom.

Check garbage can in Smyth lounge, remove and replace bag.

Empty recycle container as above.

Check garbage can in the Craft centre, remove and replace bag.

Clean the grill and start the barbecue between 4:15 – 4:45 p.m.

Thursday:

In addition to the daily tasks above:

Check the grass in all areas and cut if necessary.

Remove grease trap from kitchen grill and clean.

Clean Infirmary bathroom and wash floors in all Infirmary rooms (check with Health Care Provider if needed).

Fridays:

In addition to the daily tasks above:

Sweep, then wash the Dining Hall floor between one and three p.m.

Assist the garbage collectors with garbage removal (this takes place at 7:30 a.m.)

Rinse Garbage shed floor using the hose and HOT water.

Saturdays:

Do not start the daily duties until the Campers have left.

In addition to the daily tasks above:

When the Volunteer staff have gone, remove the garbage bag from Smyth lounge and replace the bag.

Empty the recycle container as above.

Sweep the floor of Smyth lounge very well, then spray and dry mop floor using hardwood floor spray and special mop.

Sweep the floor of the room behind the Infirmary (if used), then spray and dry mop floor using hardwood floor spray and special mop.

Empty garbage can in Director's Room.

Empty the garbage can in the Craft Centre and replace the bag.

Set up campfire and cover.

Note:

Perform other tasks as listed in the Manual and/or assigned by the Executive Directors.

CARETAKER DAILY CHECKLIST

	MONDAY
	By Noon:
	Bathrooms: <ul style="list-style-type: none"> • Clean sinks, toilet bowls and seats, shelves and shower stalls • Empty waste containers • Remove sanitary pad bags and insert a new bag (unless empty) in each holder. • Make sure there are two toilet paper rolls in each toilet stall, one on the holder and one on the back of the toilet. • Ensure there is sufficient paper toweling in the holders and soap in the dispensers. • Sweep, then wash the floors. Use <u>very</u> hot water. Try to get them reasonably dry.
	Kitchen: <ul style="list-style-type: none"> • Pick up boxes, cans, etc. and prepare for recycle pick up.
	Dining Hall <ul style="list-style-type: none"> • After breakfast, empty garbage can and replace garbage bag.
	Other <ul style="list-style-type: none"> • Ensure motors are running smoothly – Start one motor and ensure it is in proper working order.
	<ul style="list-style-type: none"> • Check with Director to see if they require any items repaired or done.
	After Lunch:
	<ul style="list-style-type: none"> • Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> • Sweep floor if necessary and then wash the kitchen floor.
	<ul style="list-style-type: none"> • Prepare campfire and cover to protect from the rain. Make sure there is enough wood at the campfire site.
	<ul style="list-style-type: none"> • Check the garbage can in Smyth lounge, remove and replace bag.
	<ul style="list-style-type: none"> • Empty recycle container in Smyth Lounge.
	<ul style="list-style-type: none"> • Check garbage can in the Craft Hall, remove and replace bag.
	After Supper:
	<ul style="list-style-type: none"> • Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> • Pick up boxes, cans, etc. at back of kitchen and prepare for recycle pick up.
	<ul style="list-style-type: none"> • Empty garbage can on porch after the evening meal.
	<ul style="list-style-type: none"> • Empty recycle container on porch and put recycling in recycling shed.

	TUESDAY
	Before Breakfast:
	<ul style="list-style-type: none"> Assist the garbage collectors with garbage removal (this takes place at 7:30 a.m.)
	<ul style="list-style-type: none"> Rinse garbage shed floor using the hose and HOT water.
	By Noon:
	Bathrooms:
	<ul style="list-style-type: none"> Clean sinks, toilet bowls and seats, shelves and shower stalls Empty waste containers Remove sanitary pad bags and insert a new bag (unless empty) in each holder. Make sure there are two toilet paper rolls in each toilet stall, one on the holder and one on the back of the toilet. Ensure there is sufficient paper toweling in the holders and soap in the dispensers. Sweep, then wash the floors. Use <u>very</u> hot water. Try to get them reasonably dry.
	Kitchen:
	<ul style="list-style-type: none"> Pick up boxes, cans, etc. and prepare for recycle pick up.
	Dining Hall
	<ul style="list-style-type: none"> After breakfast, empty garbage can and replace garbage bag.
	Other
	<ul style="list-style-type: none"> Ensure motors are running smoothly – Start one motor and ensure it is in proper working order.
	<ul style="list-style-type: none"> Check with Director to see if they require any items repaired or done.
	After Lunch:
	<ul style="list-style-type: none"> Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> Sweep floor if necessary and then wash the kitchen floor.
	<ul style="list-style-type: none"> Prepare campfire and cover to protect from the rain. Make sure there is enough wood at the campfire site.
	<ul style="list-style-type: none"> Sweep, then wash the Dining Hall floor between one and three p.m.
	After Supper:
	<ul style="list-style-type: none"> Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> Pick up boxes, cans, etc. at back of kitchen and prepare for recycle pick up.
	<ul style="list-style-type: none"> Empty garbage can on porch after the evening meal.
	<ul style="list-style-type: none"> Empty recycle container on porch and put recycling in recycling shed.

	WEDNESDAY
	By Noon:
	Bathrooms: <ul style="list-style-type: none"> • Clean sinks, toilet bowls and seats, shelves and shower stalls • Empty waste containers • Remove sanitary pad bags and insert a new bag (unless empty) in each holder. • Make sure there are two toilet paper rolls in each toilet stall, one on the holder and one on the back of the toilet. • Ensure there is sufficient paper toweling in the holders and soap in the dispensers. • Sweep, then wash the floors. Use <u>very</u> hot water. Try to get them reasonably dry.
	Kitchen: <ul style="list-style-type: none"> • Pick up boxes, cans, etc. and prepare for recycle pick up.
	Dining Hall <ul style="list-style-type: none"> • After breakfast, empty garbage can and replace garbage bag.
	Other <ul style="list-style-type: none"> • Ensure motors are running smoothly – Start one motor and ensure it is in proper working order.
	<ul style="list-style-type: none"> • Wash all garbage cans, inside and outside, and replace bags. Dining Hall, Kitchen, Smyth Lounge, Smyth Washrooms, Camper Washrooms, Staff Washroom
	<ul style="list-style-type: none"> • Check with Director to see if they require any items repaired or done.
	After Lunch:
	<ul style="list-style-type: none"> • Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> • Sweep floor if necessary and then wash the kitchen floor.
	<ul style="list-style-type: none"> • Prepare campfire and cover to protect from the rain. Make sure there is enough wood at the campfire site.
	<ul style="list-style-type: none"> • Check the garbage can in Smyth lounge, remove and replace bag.
	<ul style="list-style-type: none"> • Empty recycle container in Smyth Lounge.
	<ul style="list-style-type: none"> • Empty garbage, sweep floor in Director's Room.
	<ul style="list-style-type: none"> • Check garbage can in the Craft Hall, remove and replace bag.
	<ul style="list-style-type: none"> • Check Barbecue, clean grill, ensure there is enough propane in tank for cookout.
	After Supper:
	<ul style="list-style-type: none"> • Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> • Pick up boxes, cans, etc. at back of kitchen and prepare for recycle pick up.
	<ul style="list-style-type: none"> • Empty garbage can on porch after the evening meal.
	<ul style="list-style-type: none"> • Empty recycle container on porch and put recycling in recycling shed.

	THURSDAY
	By Noon:
	Bathrooms: <ul style="list-style-type: none"> • Clean sinks, toilet bowls and seats, shelves and shower stalls • Empty waste containers • Remove sanitary pad bags and insert a new bag (unless empty) in each holder. • Make sure there are two toilet paper rolls in each toilet stall, one on the holder and one on the back of the toilet. • Ensure there is sufficient paper toweling in the holders and soap in the dispensers. • Sweep, then wash the floors. Use <u>very</u> hot water. Try to get them reasonably dry.
	Kitchen: <ul style="list-style-type: none"> • Pick up boxes, cans, etc. and prepare for recycle pick up.
	Dining Hall <ul style="list-style-type: none"> • After breakfast, empty garbage can and replace garbage bag.
	Infirmary: <ul style="list-style-type: none"> • Clean bathroom. • Wash floors.
	Other <ul style="list-style-type: none"> • Ensure motors are running smoothly – Start one motor and ensure it is in proper working order.
	<ul style="list-style-type: none"> • Check with Director to see if they require any items repaired or done.
	After Lunch:
	<ul style="list-style-type: none"> • Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> • Sweep floor if necessary and then wash the kitchen floor.
	<ul style="list-style-type: none"> • Prepare campfire and cover to protect from the rain. Make sure there is enough wood at the campfire site.
	<ul style="list-style-type: none"> • Check the grass in all areas and cut if necessary.
	<ul style="list-style-type: none"> • Remove grease trap from kitchen grill and clean.
	After Supper:
	<ul style="list-style-type: none"> • Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> • Pick up boxes, cans, etc. at back of kitchen and prepare for recycle pick up.
	<ul style="list-style-type: none"> • Empty garbage can on porch after the evening meal.
	Empty recycle container on porch and put recycling in recycling shed.

	FRIDAY
	Before Breakfast:
	<ul style="list-style-type: none"> Assist the garbage collectors with garbage removal (this takes place at 7:30 a.m.)
	<ul style="list-style-type: none"> Rinse garbage shed floor using the hose and HOT water.
	By Noon:
	Bathrooms: <ul style="list-style-type: none"> Clean sinks, toilet bowls and seats, shelves and shower stalls Empty waste containers Remove sanitary pad bags and insert a new bag (unless empty) in each holder. Make sure there are two toilet paper rolls in each toilet stall, one on the holder and one on the back of the toilet. Ensure there is sufficient paper toweling in the holders and soap in the dispensers. Sweep, then wash the floors. Use <u>very</u> hot water. Try to get them reasonably dry.
	Kitchen: <ul style="list-style-type: none"> Pick up boxes, cans, etc. and prepare for recycle pick up.
	Dining Hall <ul style="list-style-type: none"> After breakfast, empty garbage can and replace garbage bag.
	Other <ul style="list-style-type: none"> Ensure motors are running smoothly – Start one motor and ensure it is in proper working order.
	<ul style="list-style-type: none"> Check with Director to see if they require any items repaired or done.
	After Lunch:
	<ul style="list-style-type: none"> Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> Sweep floor if necessary and then wash the kitchen floor.
	<ul style="list-style-type: none"> Prepare campfire and cover to protect from the rain. Make sure there is enough wood at the campfire site.
	<ul style="list-style-type: none"> Sweep, then wash the Dining Hall floor between one and three p.m.
	After Supper:
	<ul style="list-style-type: none"> Empty garbage can in Dining Hall and replace garbage bag.
	<ul style="list-style-type: none"> Pick up boxes, cans, etc. at back of kitchen and prepare for recycle pick up.
	<ul style="list-style-type: none"> Empty garbage can on porch after the evening meal.
	Empty recycle container on porch and put recycling in recycling shed.

	SATURDAY
	Bathrooms: <i>2 Camper Washrooms, Staff Bathroom, Smyth Washrooms, Infirmary Washroom</i> <ul style="list-style-type: none"> • Clean sinks, toilet bowls and seats, shelves and shower stalls • Empty waste containers • Remove sanitary pad bags and insert a new bag (unless empty) in each holder. • Make sure there are two toilet paper rolls in each toilet stall, one on the holder and one on the back of the toilet. • Ensure there is sufficient paper toweling in the holders and soap in the dispensers. • Sweep, then wash the floors. Use <u>very</u> hot water. Try to get them reasonably dry. • Clean Counsellor showers in West washroom.
	Kitchen: <ul style="list-style-type: none"> • Pick up boxes, cans, etc. and prepare for recycle pick up.
	Dining Hall <ul style="list-style-type: none"> • After breakfast, empty garbage can and replace garbage bag.
	Smyth Lounge
	<ul style="list-style-type: none"> • Check the garbage can in Smyth lounge, remove and replace bag.
	<ul style="list-style-type: none"> • Empty recycle container in Smyth Lounge.
	<ul style="list-style-type: none"> • Sweep floor is necessary.
	<ul style="list-style-type: none"> • Mop floor with special mop and cleanser.
	<ul style="list-style-type: none"> • Shake mats and put back in lounge.
	Craft Hall: <ul style="list-style-type: none"> • Check garbage can in the Craft Hall, remove and replace bag.
	Back Room of Infirmary (if used) <ul style="list-style-type: none"> • Empty garbage, Sweep Floor, Mop floor with special mop and cleanser.
	Infirmary <ul style="list-style-type: none"> • Check to make sure Infirmary is clean – if not, sweep floors, mop floors, clean bathroom
	Porch <ul style="list-style-type: none"> • Empty garbage can and replace garbage bag.
	<ul style="list-style-type: none"> • Empty recycle container on porch and put recycling in recycling shed.
	<ul style="list-style-type: none"> • Empty garbage bag on porch steps and replace garbage bag.
	Campfire <ul style="list-style-type: none"> • Prepare campfire for next camp and cover
	Benches <ul style="list-style-type: none"> • Ensure adequate number of benches at campfire and chapel for next camp

Authority

The Caretaker can require anyone on Camp property to immediately stop any action that is destructive to property, or endangers personal safety.

The Caretaker cannot impose any penalties for such action, but should report the matter to the Camp Director.

Patterns of behaviour that may not immediately be destructive, but which could be detrimental to Camp property, should be drawn to the attention of the Camp Director.

The Camp Director is responsible for the behaviour of campers and volunteer leaders while on the premises, and should not expect the Caretaker to police their actions.

Tools in the Service Centre are for the use of the Caretaker and are not for use by campers or volunteer staff. Extreme caution should be exercised in allowing their use by volunteer leader

IN CASE OF FIRE, OR EMERGENCY DRILL

In case of fire, or an emergency drill, the Caretaker shall assume full authority over Camp procedures. In the Caretaker's absence, the Waterfront Director will be in charge.

In case of fire, or for purposes of an emergency drill, the Camp bell will be put on a continuous ring.

In the event that a camper discovers a real fire, the camper should advise the nearest volunteer or summer staff member who will then ring, or cause to ring, the bell. The person who rings the bell should stay by the bell until the Caretaker or Waterfront Director arrives to find out where the fire is.

On hearing a continuous ring, all campers, summer staff and volunteer staff are to cease what they are doing and proceed to the flagpole to assemble in groups; the campers and counsellors by cabin. All persons, campers first, are to be accounted for.

On the way to the flagpole, counsellors and leaders are to supervise the hasty movement of campers. Counsellors, after checking their cabin for campers, will hurry to the flagpole.

In the case of an emergency drill, the Caretaker will take the opportunity to address those assembled on the topic of fire safety, and of the procedures in case of a real emergency. The Caretaker may also take this opportunity to fill the campfire fire barrel.

In case of fire, the Caretaker shall see that the fire department is called and, while waiting their arrival, in discussion with the Camp Director, shall decide on whether any attempt will be made to fight the fire. Leaders are to be sent on errands, counsellors are to stay with their campers during a fire.

Note:

The Kitchen Staff are not obliged to take part in any fire **drill**.

Likewise, the Caretaker is not obliged to take part in a waterfront emergency **drill**. Just make sure it is, in fact, a **drill**.