



...a Premiere Christian Camp and Retreat Center

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Truck Driver/Business Manager

revised August 15, 2004

TITLE:

The title shall be TRUCK DRIVER/BUSINESS MANAGER

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Minimum of two years out of high school. Experience in driving different vehicles (including a standard shift) is very helpful. It is also helpful to be familiar with the Uniontown area. If at all possible this person should be at least 21 years old.

CONVICTIONS: Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

SCOPE AND IMPACT OF DUTIES:

Because of the nature of this position, maturity is extremely important. Driving a vehicle is a privilege and a responsibility; safe driving at all times is imperative. This position is a liaison between program implementation and site management and, as such, requires extensive knowledge of the purpose and philosophy of outdoor Christian education in the Western Pennsylvania Conference and the rules, regulations, and the practices of Jumonville. Tact is required in resolving tensions arising out of the needs of two parties. A conscientious concerned effort is required in providing the services, equipment, and materials necessary for the efficient conduct of the program. Since this person relates to deans, counselors, campers, and site staff, the attitudes, and the interaction must be consistent with the principles of Christian love and the concern for persons. Patience, concern, compassion, fairness, and love are requisites.

PRINCIPLES OF EMPLOYMENT:

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

LINE OF AUTHORITY:

This position works under the Food Service Supervisor & Office Manager.

SPECIFIC DUTIES:

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously.

1. Make town runs for Food Service Supervisor, Deans, and camp staff. Also check with the Office Manager for miscl. errands and last minute needs. Have a "Request for supplies" card filled out before leaving to pick up the item(s).
2. Obtain shopping lists from the Food Service Supervisor, Director of Guest Services, Snack Shop, Director of Maintenance, Cookout person, and President, before going to town. Also, obtain petty cash for cash purchases from the office staff.
3. Use the van to pick up supplies for the Food Service Supervisor. Kitchen town runs are generally done Mondays and Fridays and whenever requested. Be familiar with these following locations, as they are the most common destinations for your trips: WalMart, Lowes, Big Banana, Remo, Giant Eagle, K-Mart, George's Studio, the Bank, Dollar Store, and Art Snyders.
4. Since supplies will be picked up at various places in the Uniontown area, save time by calling in all orders possible before leaving campus. Receipts from petty cash items, delivery receipts, and petty cash are to be turned in to the office immediately upon return. Be sure that receipts are clearly marked as to what was purchased and where.
5. Personal items to be picked up in town are given lowest priority. Money must be collected before going to town. In other words, no money, no purchase!
6. Pick up garbage and trash on Sunday, Wednesday, and Saturday (daily during Family Week & CAT Week). The areas include the garbage shed behind the kitchen, Washington, Martha, Mary, and Andrew Lodges, Epworth Heights, Wesley Hall, Patterson Pool and all other garbage receptacles throughout the camp. Garbage should be put in the garbage sheds or the dumpsters. The cardboard will be burned by the maintenance staff.
7. Drop wood for requested campfires at the various campfire locations and keep kerosene bottles full in shed behind Washington Lodge.

8. Fill propane tanks as requested.
9. Make runs to the airport and bus station as requested.
10. Deliver snacks as requested.
11. Help with office coverage as requested.
12. The van and camp vehicles must be washed and cleaned out once a week. The pickup truck must be cleaned after garbage is hauled. If any of the vehicles are showing signs of malfunction, the Maintenance Supervisor should be notified immediately.
13. Gas for the camp vehicles is to be obtained from the pump below the garage. Keep the vehicles full of gas.
14. Check with Deans in coordination with other Business Manager.
15. Any other duties as may be specified by the President and his/her designee.