



Job Title:	Custodian
Location:	Mount Gilead, OH
Job Status:	Part-time
Reports to:	Facilities Manager
Team/Function:	G&A / Facilities

Custodian

The **Custodian** will oversee the preparation of Flying Horse Farms' medical facility, volunteer apartments, rental agreements, Camp Creator Days and support the daily preparation of the main offices at Flying Horse Farms. The Custodian will ensure staff and guests are greeted to a welcoming, clean, and sanitary environment upon their arrival. This position is responsible for working with the Facilities Manager to prepare for and run the Camp Creator Workday Program and rentals. The ideal candidate will have a great attention to detail, strong work ethic, high standards of cleanliness, and willing to work nontraditional hours.

Team / Function Overview:

The **Facilities team is** responsible for the daily upkeep, maintenance, construction and sustainability of campgrounds and physical structures. This includes 196 acres, our main office/volunteer housing, 26 camp buildings, 8 program areas, 3 ponds, and 1 pool.

Duties & Responsibilities:

- Stock, track, and request of cleaning supplies for designated areas.
- Fill open slots in calendar for custodian at main office, performing the daily preparation at Flying Horse Farms, ensuring our staff and guest are greeted to a welcoming, clean, and sanitary environment upon their arrival.
- Prepare for, participate in, and lead workday groups under direction of Facilities Manager.
- Provide on-site Facilities' assistance for special non-camp events including rentals.
- Maintain organized laundry and chemical rooms.
- Perform medical grade cleaning of 1st floor of WellNest (Medical facility)
- Perform Custodial work in guest apartments at camp WellNest, Program Building and Big Red Barn.
- Stock, track, and request of cleaning supplies for above mentioned areas to supervisor.
- Coordinate with the Facilities team to maintain the building operations (light construction, cleaning, repairs at camp).
- Provide on-site Facilities' assistance and food service assistance for special non-camp events including rentals.
- Prepare for and participate in paint projects at camp.
- Communicate with the Camp Operations team, Development team and General Administration team.
- Assist with receipt and storage of delivered items.
- Dispose of trash and recyclables in all areas appropriately.

Required Skills, Qualifications & Experience:

- Ability to work non-conventional hours. Prior to open hours or post-closing hours and weekends.
- Ability to lift 40 lbs

- Willingness to learn medical grade cleaning requirements.
- Strong work ethic, high standards
- Reliable transportation
- Ability to work independently

Expectations & Requirements for all Flying Horse Farms Staff

We live our Values. We are each responsible for knowing our values and nurturing our culture:

All In:

To embody our Core Values of *"Campers First,"* and *"All Crew, No Passengers"* we are **All In** to demonstrate a dedication to FHF's mission & vision, even when tasks or goals may be in our stretch zone or outside normal job responsibilities.

This may include the reminder that *"Anyone Can Give"* means that in all we do, at all times, with all people, we represent FHF and our camper families depend on us to share their stories and inspire as many people as possible to be part of making camp possible.

Attitude of Optimism:

Our Core Value of *"Welcome Home,"* requires us to have an **Attitude of Optimism**. We accept ambiguity as an opportunity to solve problems and are hopeful our work and objectives will achieve successful outcomes.

Having an Attitude of Optimism in how we approach our work means that we *"Celebrate Every Milestone"* when trying something new or different. There may not be a specific outcome met or achieved, but other opportunities present themselves, such as: learning experiences, new skills, thought processes, or communication styles.

Trustworthy:

To achieve our Core Value of *"Seeing the Best in Each Other,"* we must be **Trustworthy**. We build trust when we show up prepared, consistently deliver what is asked of us and what we say we will do, and then some. We take ownership of our work and we are honest about where support is needed and how we offer it to each other.

When this is demonstrated, *"With Trust Comes Relief"* is experienced by others. We foster the experience with abundant gratitude and applying our Core Value of *"A Simple Thank You Goes A Long Way"*.

Take Initiative:

The Core Value of *"Fearless is Free"* invites a team member to **Take Initiative** to plan for what could happen, solve problems with innovation, and be attentive to details for successful outcomes.

"Giving Feels Good" extends to how we offer our talents, our energy, and our care for the sake of the greater good of the mission.

One Barn:

At Flying Horse Farms, we believe in providing opportunities to engage and learn cross departmentally. To demonstrate this and underscore our operating core value of All In, every employee at FHF participates in organization-wide and/or cross departmental efforts. While included in all team member position responsibilities is the agreement of "other duties as assigned" or "not assigned," we at FHF desire to be All In and agree to and partner on tasks, projects, and teamwork that support the operations and mission of the organization by

completing tasks or assignments that may normally fall outside of your job description. Examples of this include but are not limited to fundraising, event assistance, program participation, facilities assistance work, "volunteering/working" for a camp session, and supporting alternative revenue efforts as appropriate. At FHF we fondly refer to this approach to All In as The One Barn.

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families - free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving 732,000 children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.

Employee Signature: _____

Date: _____