



## **MAINTENANCE APPRENTICE MILESTONES - YEAR 1**

### **Milestone 1 (1-3 months):**

1. Maintenance
  - a. Demonstrate the importance of personal safety by using the necessary equipment:
    - i. Eye protection
    - ii. Body Protection
    - iii. Ear protection
    - iv. Height/ladder safety
  - b. Identify the locations where general equipment is kept (e.g. string trimmers, shovels, blowers, etc.).
  - c. Explain where 50% of the maintenance supplies go.
  - d. Show how to operate the following small power equipment:
    - i. Push lawn mowers
    - ii. String trimmers
    - iii. Grasshopper
    - iv. Log Splitter
    - v. Snowblowers
  - e. Be able to safely operate both tractors, including changing out and using both the front and rear attachments.
2. Housekeeping
  - a. Identify and locate all BLBC spaces and titles (e.g. Shoreview, Little Pine, etc.).
  - b. Demonstrate knowledge of where all the cleaning supplies are kept and where the closets are in each building.
  - c. Explain what each cleaning chemical is used for and where it is used.
  - d. Show proficiency in housekeeping to help with routine cleaning.
  - e. Demonstrate competency in turning over an Inn Room to BLBC's standard.
3. Food Service
  - a. Demonstrate proficiency in each crew position for an entire shift.
    - i. Prepare dishes for the Hobart
    - ii. Hobart loading
    - iii. Hobart emptying
    - iv. Putting away dishes
    - v. Three compartment sink operation
  - b. Assist a BLBC host in setting up and cleaning the Dining Hall.
4. ACE
  - a. Show proficiency in belaying.
  - b. Attain proficiency in basic ACE setup (harness and helmet checks, basic knots and rope setup, etc.).
  - c. Show proficiency in zipline facilitation (top and stairs).
5. Personal/Professional Development
  - a. Write out at least one personal and one professional goal to discuss with the Discipleship and Events Coordinator (DEC).

- b. Read the book "The Freedom of Self-Forgetfulness" by Tim Keller and write a one-page reflection paper on what you learned and how you can apply the truths contained in the book to your life.
- c. Read chapters 4 (Be Professional) and 9 (Budgeting Basics) from the book "Adulting 101" and discuss with the DEC.
- d. Present a written budget to the DEC demonstrating effective stewardship of your money.

**Milestone 2 (4-6 months):**

1. Maintenance
  - a. Show how to care for golf carts, including cleaning and caring for the batteries for winter storage.
  - b. Show how to properly set up and take down camp bunk beds.
2. Housekeeping
  - a. Demonstrate or explain how to run the carpet cleaner.
3. Personal/Professional Development
  - a. Write an updated resumè (including a personal mission statement).
  - b. Write a 2-page personal reflection essay answering the question: "Who Am I?"

**Milestone 3 (6-9 months):**

1. Maintenance
  - a. Begin learning trade-specific tasks by showing competency in 4 of the 14, which will mark the completion of Milestone 3.
    - i. Carpentry
      1. Explain what a speed square is and the many ways it can be used.
      2. Explain how to properly rough frame a new wall.
    - ii. Plumbing
      1. Explain the difference between proper permanent plumbing repairs and temporary "get us by" repairs.
      2. Show how to repair toilet tank plumbing repairs and rebuild flush valves.
    - iii. Electrical
      1. Show basic electrical repairs (e.g., light switches, outlets, and fixture replacements).
      2. Show where all breaker boxes and fire panels are on grounds and how to clear false alarms on fire panels.
    - iv. Mechanics
      1. Show how to perform basic vehicle/equipment routine maintenance services like changing the vehicle oil.
      2. Perform an annual service on a push lawn mower.
      3. Perform an annual service on a string trimmer.
      4. Display competency with basic small engine repair.

- v. HVAC/Appliances
  - 1. Explain how to replace furnace filters and then replace furnace filters without guidance.
  - 2. Show how to complete an annual furnace service.
  - 3. Explain how to do basic appliance diagnostics (e.g, furnace, washer/dryer, PTAC units).
- vi. Grounds and Infrastructure
  - 1. Show how to grade roads.
  - 2. Show how to limb and buck a downed tree.
  - 3. Explain the location of water main shutoffs in each building and how the BLBC wells are interconnected from the generator-powered well to shut off the water in emergencies and reroute water in the case of a power outage.
  - 4. Explain how a septic system works including pump locations.
- 2. Personal/Professional Development
  - a. Lead a morning prayer meeting with discipleship peers.
  - b. Evaluate progress on your goals from the Professional Development milestones (Discuss with DEC).

**Milestone 4 (final months):**

- 1. Maintenance
  - a. Continue learning trade-specific tasks and jobs by being competent in an additional 4 of the 14, which will mark the completion of Milestone 4.
  - b. Independently lead a crew of maintenance volunteers, summer staffers, and/or junior staffers.
    - i. Show confidence and comfort in training others to perform their part in completing the task assigned to the crew.
    - ii. Plan a day of work for an average summer camp day for the summer/junior staff.
    - iii. Demonstrate the ability to supervise and be a point person for issues that arise in the course of a day when leading a team.
- 2. Personal/Professional Development
  - a. Write a 2-page personal reflection essay answering the question: "What did God teach me through this apprenticeship? What do I want to remember and apply in the upcoming season of life?"
  - b. Evaluate progress on your goals from the Professional Development milestones (Discuss with DEC).