



# Work Camper Handbook

For 2020/2021 Season

We prepare a sacred space in a natural setting for all to  
**grow** in community and **connect** with **Christ**.

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## Welcome Work Campers!

We are thrilled to welcome you to Warren Willis United Methodist Camp and Conference Center and on behalf of the staff and myself we are so grateful to have you with us for this unique 2020/2021 season.

Some may know Warren Willis UMCCC started as the Florida Methodist Youth Camp in 1948. Rev. Warren Willis served as the first director of the Leesburg camp, and under his leadership FMYC grew to become one of the premier Methodist camps in the country.

As those first generations of campers grew into adulthood, they realized a need for another facility geared toward adult use. Plans were made to purchase and build on the property across the street from the youth camp. The dream was realized in 1979 the Life Enrichment Center opened with 200 lodging rooms and multiple meeting spaces. This property housed huge gatherings of United Methodist Men's and Women's retreats, couples' retreats, clergy trainings, and spiritual formation retreats. Over the years, the LEC has added new friends as other denominations and nonprofit groups have come to see the site as a home away from home.

The two sites operated separately for decades, each with its own staff, budget, and client base. In 2016, the decision was made to merge the youth camp and the conference center into one cohesive site. Today, the Warren Willis United Methodist Camp and Conference Center continues its mission of 70+ years, as we prepare a sacred space in a natural setting for all to grow in community and connect with Christ.

From our history to our present, 2020 has been a very difficult year. The pandemic has created an environment of uncertainty in which we had to cancel our summer time programs for the first time in our history. Thousands of kids and our staff were incredibly disappointed, but it was decided to maintain a guiding United Methodist principle of "do no harm". The possibility of having even one child become sick was not worth the risk. Uncertainty continues with the numbers and frequency of guests we will have in the coming months.

But we do have certainties, first from Romans 8: 38 For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, 39 neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord. Second, is everyone who works here believes this place is where people connect with Christ and they will continue to do all in their power to preserve that tradition.

Work campers are a large part of that tradition and I thank you for your willingness to share your time, talents and experience with all those you will cross paths with here be it staff or guest.

Sincerely,



Mike Standifer  
Director

## Work Camper Code of Conduct

Every Work Camper is welcomed into the Christian hospitality team of the Warren Willis United Methodist Camp and Conference Center (WWUMCCC). Every individual encountered on property will be treated with respect and compassion. WWUMCCC is open to people of all faiths and backgrounds. Work Campers understand radical Christian hospitality and like full time staff, meeting the needs of the guests on property is their primary duty. “Radical means “drastically different from ordinary practice, outside the norm,” and so it provokes practices that exceed expectations, that go the second mile, that take welcoming the stranger to the max. By radical, don't think wild-eyed, out of control, or in your face. Instead, imagine people offering the absolute utmost of themselves, their creativity, their abilities, and their energy to offer the gracious invitation and reception of Christ to others.” (Definition from Bishop Robert Schnase of the Rio Texas Conference of the United Methodist Church)

## Work Camper

Definition- A Work Camper is an individual that provides a minimum of a three-month commitment and completes a minimum of 24 hours of work a week per site in exchange for full site hookups and use of amenities. These hours can include weekends, with a maximum of two people per site sharing the total 24-hour requirement. Allocation of hours will be coordinated with the department heads to which you are assigned.

- Scheduling-is accomplished by your department head/supervisor. If you are sick, have an emergency, are unable to work specific days or hours, or will be gone for a specific amount of time, communicate with your department head/supervisor as soon as possible so other arrangements can be made. If there is any scheduling conflict check with the department head/supervisor first. Should it not be resolved speak with the Volunteer coordinator or Operations manager for assistance.
- Additional hours above the 24 required are always welcome. However, they may not be in the same area as currently assigned depending on the priorities of the camp for that week. Please check with your department head, the Volunteer coordinator or Operations Manager before providing additional unscheduled hours.
- Our mission is **We prepare a sacred space in a natural setting for all to grow in community and connect with Christ.** To that end, regardless of the areas normally assigned when we have groups arriving on property, they are the priority.

- As it says in the code of conduct, we will provide radical Christian hospitality which means pulling together and ensuring all tasks are accomplished before, during and sometimes after the groups are on property.
- Every workcamper is here because of a servant heart and a strong desire to bring people to Christ. We have an incredible opportunity daily to provide a positive Christian experience to all we encounter. This may mean working out of our comfort zone.
- Proper Attire: the uniforms while working on property are plain Polo's or the T-shirts provided last year with the WWUMCCC logo or a plain T-shirt and your name tags. Hats can be worn with the new WWUMCCC logo or no logos while working. This year we cannot guarantee we can provide work shirts due to the current financial situation. We will provide name tags. We are asking for the work campers to bring plain Polo shirts to be used when interacting with guests.
  - Polos should be worn when there is direct interaction with guests as it is a more professional look, while t-shirts should be worn on all other occasions.
  - The assigned work area will dictate the number of each shirt received when and if we are able to purchase.
  - When financially possible a total of four shirts will be provided with additional shirts available for purchase.
  - Please wear the appropriate shirt and name tags whenever working. They identify you as member of the staff so you may be approached by guests with questions.
  - Please do not wear previous shirts with old logos. This can be confusing to guests and does not represent the Camp and Conference center as one property.
- Political or offensive attire. We ask that everyone respect the sanctity of Warren Willis United Methodist Camp and Conference Center. Guests come here to Reflect, Renew and Relax. Our primary focus is on spiritual concerns and preparing a sacred space in this natural setting for ALL to grow in community and connect with Christ. Please refrain from wearing or displaying anything that may distract from that goal while on property. If there is any question on attire, please contact the front office.
- Work Campers are encouraged to participate in services, parties, or other gatherings of the full-time staff. The hospitality committee will work with the staff to ensure information is provided.
- Work Campers are granted two complimentary nights and four nights in a hotel style room in buildings 1-4 at a special rate of \$26.00 (includes all taxes) per room per night or a campground reservation with two complimentary nights and four nights at a special rate of \$15.00 per site

per night. Any combination of the two for a total of 6 nights may be used in the season. All rooms and camping sites are subject to availability and must be coordinated with the group services coordinator.

- Rooms range from a king bed to two twin beds or bunk beds with an additional bed for a total of three guests in the room. Many rooms are adjoining.
- Room reservations can be made up to 90 days in advance but must be made within 30 days of date desired with the group services coordinator and are subject to availability.
- Buildings on the camp side may be rented subject to availability but are not included in the complimentary or special rate. Reservations can be made up to 90 days in advance but must be made within 30 days of date desired with the group services coordinator
- Sites are not guaranteed, we strive to keep Work Campers on their preferred site during their entire stay. Due to unforeseen circumstances we may ask a Work Camper to move to another site either temporarily or permanently depending on the situation.
- Temp storage /Long-term Storage: It is possible to store your RV on site. From January-March (prime season), the storage cost is \$100/week per site; the rest of the year the cost is \$25/week per site, to be paid in advance. For short term storage, any time less than a month payment should be made before departing. For long term storage payment should be made in advance on the first of each month. For Long-term Storage we ask for a liability waiver to be signed for each vehicle.
- Gatherings
  - Devotions: A brief devotional gathering will take place each weekday at 8:00am in the Pavilion. All are welcome to attend.
  - Department meetings:
    - Will be scheduled by the department head as needed to provide the most information available.
  - Most Thursdays at 12:00pm a free or small fee lunch will be served for all Work Campers and Staff. We hope to provide free lunches like previous years, but unfortunately available finances will dictate our actions. The location of which dining hall to be used will be announced earlier in the week. This provides an opportunity for updates to be given to all on groups coming and other pertinent information regarding the property. It also provides interaction with all the staff and a time for questions to be answered. All workcampers are encouraged to attend. Please inform your supervisor if you are unable to attend so pertinent information can be passed on.

- **Training**
  - Work Campers will receive safety training which will be documented on all equipment needed to complete the tasks assigned. It is the responsibility of all to take the training seriously, look out for each other and practice good safety habits. Personal protective equipment (PPE) needed when working will be provided and worn when operating WWUMCCC owned equipment.
  - WWUMCCC owned Vehicles- Per WWUMCCC policies, anyone operating a vehicle owned by WWUMCCC will attend a training session for that specific vehicle. Once training is accomplished and documented the use of the vehicle will be authorized. This includes anything with a motor, electric or fuel.
  - All vehicles must be operated on property. It is preferred only full-time staff drive off property in WWUMCCC owned vehicles due to insurance issues.
  - Work camper owned golf carts will need a liability waiver signed and the safety class completed before use is authorized on property.
- **The Pavilion:** remains unlocked during the workcamper season and is the main gathering location for all work campers regardless of site location. The Pavilion has living room style area with TV and DVD player, basic cable channels, WIFI, a small lending library, games, kitchen area with refrigerator and freezer, an ice maker, shuffle board, ping pong, materials for disc golf, ladder golf and corn hole. A workcamper hospitality volunteer will have coffee made each morning and tea, and hot chocolate available. The Pavilion will also house all social events such as potlucks, game nights, bible studies, dances and other activities the hospitality committee comes up with. (subject to availability).
- **Log Cabin:** The cabin is only available for active clergy utilizing renewal leave and others in vocational ministry positions. It is not available for rental.
- **Keys:** Work Campers will be provided keys needed to perform the required tasks assigned. Any keys no longer required should be turned into the Volunteer Coordinator (VC) or the Operations Manager (OM) if the VC is unavailable. Lost or broken keys should be reported immediately to your assigned Supervisor, the VC or the OM.

**Safety and Security:** The protection of our guests, staff and property is everyone's responsibility. If someone or something seems out of place report it immediately to your supervisor or any staff member nearby.

- **INTRUDERS**

- Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property.
- Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave.
- This is private property and not open to the public.
- Observe to determine that the person leaves the site.
- If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member.
- If the person seems threatening in any way, do not approach or take any chances.
- Remove yourselves and all others from the area, notify the camp office, or your supervisor and observe the whereabouts of the person.
- If you see or suspect an intruder on property at night, immediately and quietly notify the on-call host.

- **Active Shooter**

- An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation
- Quickly determine the most reasonable way to protect your own life.
  - 1. Evacuate
    - If there is an accessible escape path, evacuate the premises. Be sure to:
      - Have an escape route and plan in mind
      - Evacuate regardless of whether others agree to follow
      - Leave your belongings behind
      - Help others escape, if possible
      - Prevent people from entering an active shooter area
      - Keep your hands visible
      - Follow the instructions of any police officers
      - Do not attempt to move wounded people

- Call 911 when you are safe
  - 2. Hide out
    - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
      - Be out of the active shooter's view
      - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
      - Not trap you or restrict your options for movement
    - To prevent an active shooter from entering your hiding place:
      - Lock the door
      - Blockade the door with heavy furniture
    - If the active shooter is nearby:
      - Lock the door
      - Silence your cell phone and/or pager
      - Turn off any source of noise (i.e., radios, televisions)
      - Hide behind large items (i.e., cabinets, desks)
      - Remain quiet If evacuation and hiding out are not possible:
      - Remain calm
      - Dial 911, if possible, to alert police to the active shooter's location
    - ● If you cannot speak, leave the line open and allow the dispatcher to listen
  - 3. Take action against the active shooter
    - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
      - Acting as aggressively as possible against him/her
      - Throwing items and improvising weapons
      - Yelling
      - Committing to your actions
  - Good practices for coping with an active shooter situation
    - Be aware of your environment and any possible dangers
    - Take note of the two nearest exits in any facility you visit
    - If you are in an office, stay there and secure the door
    - If you are in a hallway, get into a room and secure the door

- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- How to react when law enforcement arrives:
  - Remain calm, and follow officers' instructions
  - Put down any items in your hands (i.e., bags, jackets)
  - Immediately raise hands and spread fingers
  - Keep hands visible at all times
  - Avoid making quick movements toward officers such as holding on to them for safety
  - Avoid pointing, screaming and/or yelling
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Information to provide to law enforcement or 911 operator:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter/s
  - Number and type of weapons held by the shooter/s
  - Number of potential victims at the location
- **Buildings**
  - Unless directed otherwise, the Campground Community Buildings should remain unlocked at all times. Exceptions may occur depending on user groups on property, which will be discussed at the Thursday lunch meeting.
  - All conference side guest rooms should be locked when a guest, housekeeper or maintenance staff is not inside.
- **Hurricanes**
  - Hurricane season runs from June 1 through November 30, but the most active months for formation of the storms are usually August through October. Although rare in the winter months, we will keep an eye on any approaching storms. If hurricanes come ashore, it is not a good idea to ride out the storm in your RV. It is best to pack and use RV evacuation routes.

- If an evacuation is ordered for this area, we will ask Workcampers to vacate moving to a safe location until the storm has passed and the all clear to return is given.
- **Electrical Storms/Thunder Storms**
  - Thunder storms and lightning can pop up quickly in Florida. If you are inside a building during a storm with thunder and lightning, do not leave the building until the weather clears.
  - If you are outside, please seek shelter immediately.
  - Lightening will seek tall objects, so stay away from lone trees
  - Keep away from metal objects including bikes, golf carts, umbrellas, fencing, machinery, etc.
  - Get indoors if possible or get in a hard-topped vehicle.
  - Remain in shelter for 30 minutes after the last flash of lightning.
- **Fires**
  - **Small fires** can be put out with fire extinguishers located around property. To use a fire extinguisher, remember **PASS**
    - **P**ull the pin
    - **A**im at the base of the fire
    - **S**queeze the handle
    - **S**weep the nozzle back and forth
  - **Other than small fires**
    - Make people aware by yelling Fire, Fire, Fire.
    - Activate the fire alarm if indoors
    - Evacuate the area
    - Call 911
    - Verify everyone is out of the building or area
    - If inside and doors or door handles are hot do not open, find an alternate route
    - If there is smoke stay low to the ground and keep a hand on the wall to prevent disorientation and get to the closes exit
- **Sun**
  - **Dehydration**

- **Prevention** is really the most important treatment for dehydration. Consuming plenty of fluids and foods that have high water content (such as fruits and vegetables) should be enough for most people to prevent dehydration.
- People should be cautious about doing activities during extreme heat or the hottest part of the day, and anyone who is exercising should make replenishing fluids a priority.
- Since the elderly and very young are most at risk of being dehydrated, special attention should be given to make sure they are receiving enough fluids.
- **Signs of mild or moderate dehydration include:**
  - Thirst. Dry or sticky mouth.
- **Signs of severe dehydration include:**
  - Not peeing or having very dark yellow pee.
  - Very dry skin.
  - Feeling dizzy.
  - Rapid heartbeat.
  - Rapid breathing.
  - Sunken eyes.
  - Sleepiness, lack of energy, confusion or irritability.
  - Fainting.

o **Sunburns**

- The Best Ways to Avoid Getting Sunburn
  - Avoid the sun during peak hours of 10am – 2 pm.
  - Seek shade.
  - Wear clothing with UPF protection (ultraviolet protection factor) UPF 50+ helps block 98% of UVA/UVB rays.
  - Wear sunglasses with UV protection.
  - Wear a wide-brimmed hat.
  - Always apply sunscreen at least 15 minutes before going outdoors, even on a cloudy day.
- **Once sunburn occurs**
- To reduce your pain and discomfort:
  - Take a pain reliever. If needed, an over-the-counter pain reliever such as ibuprofen (Advil, Motrin IB, others)

- Cool the skin. Apply to the affected skin a clean towel dampened with cool tap water. Or take a cool bath.
  - Apply a moisturizer, lotion or gel. An aloe lotion or gel or calamine lotion may be soothing.
  - Drink water to prevent dehydration.
  - Leave small blisters alone. Don't break them if they are smaller than your little fingernail. If a blister does break, clean it with mild soap and water. Then use an antibiotic ointment on the wound and cover it with a nonstick bandage. If you develop a rash at the site, stop using the ointment and see a doctor.
  - Treat peeling skin gently. Within a few days, the affected area may begin to peel. This is your body's way of getting rid of the top layer of damaged skin. While your skin is peeling, continue to moisturize.
  - For severe sunburn, try an over-the-counter hydrocortisone cream, which may ease the discomfort.
  - Protect your sunburn from further sun exposure. Stay out of the sun or protect yourself from sunlight when you go outside.
- **Heat exhaustion-** is a heat-related illness that can occur after you've been exposed to high temperatures, and it often is accompanied by dehydration.
    - There are two types of heat exhaustion:
      - Water depletion. Signs include excessive thirst, weakness, headache, and loss of consciousness.
      - Salt depletion. Signs include nausea and vomiting, muscle cramps, and dizziness.
    - Symptoms of Heat Exhaustion
      - Confusion
      - Dark-colored urine (a sign of dehydration)
      - Dizziness
      - Fainting
      - Fatigue
      - Headache
      - Muscle or abdominal cramps

- Nausea, vomiting, or diarrhea
    - Pale skin
    - Profuse sweating
    - Rapid heartbeat
  - Treatment for Heat Exhaustion
    - If you, or anyone else, has symptoms of heat exhaustion, it's essential to immediately get out of the heat and rest, preferably in an air-conditioned room. If you can't get inside, try to find the nearest cool and shady place.
  - Other recommended strategies include:
    - Drink plenty of fluids, especially sports drinks to replace lost salt (avoid caffeine and alcohol).
    - Remove any tight or unnecessary clothing.
    - Take a cool shower, bath, or sponge bath.
    - Apply other cooling measures such as fans or ice towels.
    - If such measures fail to provide relief within 15 minutes, seek emergency medical help, because untreated heat exhaustion can progress to heat stroke.
- **Heat stroke**- the hallmark symptom of heat stroke is a core body temperature above 104 degrees Fahrenheit. But fainting may be the first sign.
  - symptoms may include:
    - Throbbing headache
    - Dizziness and light-headedness
    - Lack of sweating despite the heat
    - Red, hot, and dry skin
    - Muscle weakness or cramps
    - Nausea and vomiting
    - Rapid heartbeat, which may be either strong or weak
    - Rapid, shallow breathing
    - Behavioral changes such as confusion, disorientation, or staggering
    - Seizures
    - Unconsciousness

- o **First Aid for Heat Stroke**

- If you suspect that someone has a heat stroke, immediately call 911 or transport the person to a hospital. Any delay seeking medical help can be fatal.
- While waiting for the paramedics to arrive, initiate first aid. Move the person to an air-conditioned environment -- or at least a cool, shady area -- and remove any unnecessary clothing.
- Cooling strategies:
- Fan air over the patient while wetting his or her skin with water from a sponge or garden hose.
- Apply ice packs to the patient's armpits, groin, neck, and back. Because these areas are rich with blood vessels close to the skin, cooling them may reduce body temperature.
- Immerse the patient in a shower or tub of cool water.

- **UTILITY FAILURE**

- o Water:

- Our precious resource! Our camp has a self-contained water system. When it fails, we have serious problems. Practice conservation and restrict the amount of water used.
- Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. Immediately notify the camp office or the on-call host if you suspect a problem.
- Should a major leak/break in the line occur in your area, notify the camp office or the on-call host.

- o Electrical:

- A power loss may occur from sources inside or outside the camp.
- Wires and electrical equipment substations and large green transformer boxes are dangerous and off limits.
- Complete a Request for Repair for the maintenance staff if you see one unlocked.

- Downed power lines are extremely dangerous. Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

## **Job Descriptions**

### **House Keeping tasks**

**Training required.**

- OSHA standards for use of chemicals when cleaning
- OSHA Standards Proper use, donning and doffing of Personal Protective Equipment
- OSHA standard specific to house keeping
- Red Cross training on Proper use of AED
- Utilize computer application to report items to the maintenance department.

Possible training required

- Golf cart training
- Porter training

Housekeeping encompasses all buildings on property that may be used by guests.

Assigned House Keeping personnel will follow the established process guides providing detailed instructions for cleaning each area assigned. A corresponding checklist will be utilized for each area cleaned to provide documentation. A supervisor will be assigned daily for each area to ensure the checklist is completed and then they will sign for verification.

Personnel may do all or only some of the tasks on the checklist on the work day. Example assigned to remove the trash out of many rooms/ buildings instead of cleaning one entire room, possible only vacuuming and mopping. As long as the checklist for each area is completed and the area is ready for the guest arrival.

### **Tasks**

- Collection of garbage
- Collection of used sheets and towels
- Making up beds.
- Cleaning and Disinfecting bathrooms (toilets, tubs, showers, counters, tile floors and walls, sinks, etc.)
- Cleaning and Disinfecting windows, mirrors and glass doors
- Sweeping
- Mopping
- Vacuuming
- Cleaning and Disinfecting furniture (desks, dressers, night stands, bunk beds, shelves, mattresses, etc.)
- Webbing inside and outside the room
- Replacing linens, soap, paper towel, toilet and tissue paper and other items as required.
- Verify functionality of lights, ceiling fans, smoke detectors, dehumidifiers and air conditioners.
- Verify temperature range of refrigerators
- Cleaning floor mats
- Washing/folding laundry
- Stocking closets with chemicals, tools for cleaning, linens, etc.
- Unsure Vacuums are in proper working order and bags are empty before use.
- Utilize carpet cleaner when required.
- Setting up, taking down or moving tables and chairs when required.

## Food Service

### Training required.

- OSHA standards for use of chemicals when cleaning
- OSHA Standards Proper use, donning and doffing of Personal Protective Equipment
- Red Cross training on Proper use of AED and proper response to a choking victim
- Understanding Health department guidelines when working in a kitchen or with food. Be trained by Executive Chef on proper sanitation and storage procedures.
- Reviewing and completing checklists on a daily basis to ensure consistency of presentation.

### Tasks

All Tasks will follow health department guidelines of Lake county and any other guidance from the State or Federal government agencies to include the CDC.

Scheduling will be reviewed to ensure no work camper is serving two meals in a row due to the amount time spent standing.

When guests are on property, they are served three meals a day. When the Guests arrive or depart there may be only one meal served.

Normal Start time for each meal shift is:

(May change due to size of the group, groups requested time and number of people scheduled to work.)

	Camp Side	Conference Side
Breakfast	0630	0600
Lunch	1030	1030
Dinner	1600	1600

Completion time is when all areas are cleaned and reset for the next meal.

When assigned to Food Services the following tasks may be assigned.

- Fold napkins and silverware- during off times or during the week when no guests are present
- Serve guests- Any previous buffet style will be replaced with an individual serving. As well as the normal serving line but now with 6ft distance between the servers. While serving guests the attire will be polo shirt, name tag, apron, mask, hair net or hat (if needed)
- Wipe down tables – proper PPE will be worn, and OSHA training will be accomplished prior to using any chemicals to clean and disinfect tables. Tables will be thoroughly disinfected after the dishes are cleared and before anyone sits at the table. The backs of chairs will also need to be wiped down with disinfectant.

- Set and reset tables- Place utensils and cups at each table to be used by each guest. Gloves and mask will be worn.
- Sweeping any debris from floors in dining area or in kitchen.

### **Possible Tasks**

- Assist with washing Dishes from guests and pots and pans from kitchen area and restock clean dishes
- Follow Chefs directions and assist with prepping or panning food.
- Assist with receiving and properly storing Food services orders from outside vendors.

### **Important Phone Numbers**

In case of an emergency, call 911.

Your location is:

Warren Willis Camp, 4990 Picciola Rd, Fruitland Park  
or  
Conference Center, 4991 Picciola Rd, Fruitland Park

After calling 911, call to notify the on-call host

Camp side: 352-978-9014

Conference side: 352-409-7871

Non-emergency numbers:

AMBULANCE: 352-383-1200

FIRE: 352-360-6727

POLICE: 352-360-6655

POISON CONTROL: 800-222-1222

ANIMAL POISON CONTROL: 888-426-4435

Leesburg Regional Medical Center: 352-323-5762

For campground related issues (water leaks, electrical, etc.):

Campground Host, 352-360-3549

For all office needs (room/campsite/meeting space reservations etc.):

Reservations and Group Services Coordinator 352-787-4345 ext. 4150

