

# FACILITIES CARETAKER

## DEFINITION

The Facilities Caretaker reports to the Facilities Manager.

This individual will perform daily and weekly tasks that support the Bar & Grill and Clubhouse and Golf Course operations. The Facilities Caretaker is responsible for ensuring that the Clubhouse and surrounding areas, other buildings on the property and the perimeter of the Golf Course are kept clean and neat in appearance. The caretaker is also responsible for ensuring that storage closets and vending machines are kept well stocked.

## RESPONSIBILITIES

- Seasonal, part time position approximately April to November
- Greet all customers, guests and employees in the vicinity in a friendly manner.
- Knowledge of equipment use, cleaning, and safety.
- Mow, Weed-Whack and Weed around Clubhouse
- Water Plants (Indoor and Outdoor)
- Emptying and Cleaning of Trash, Cardboard and Can/Glass Receptacles
- Cleaning of Trash Area Enclosures
- Stock Custodial Closets
- Stock & Clean Vending Machines and Coolers (Indoor and Outdoor)
- Clean and Sweep Vending Product Shed
- Spot Clean Patio Tables & Chairs
- Operation of Leaf Blower to Clean Patio, Clubhouse Entrance and Kitchen Door Area
- Empty Ash Trays on Patio and at Clubhouse Entrance
- Clean Maintenance Building and Conference Room Bathrooms
- Vacuum Entry Way of Conference Room & Farmhouse Apartments
- Remove Litter around Golf Course Perimeter and Golf Course Ponds
- Other Duties as Required
- Requires dependability, following posted work schedule including some weekend days and holidays.
- Responsible for safety and sanitation standards.
- Must arrive at work on time and in proper attire including your name tag.
- Maintain accurate time cards.
- Requires the ability to understand and follow oral and written directions, to communicate effectively, to maintain cooperative working relationships with other employees and the public and to keep accurate records as required.
- Ability to use good judgment and work independently.

## EMPLOYEE STANDARDS

- Minimum age of 18.
- Must have a valid Driver's License
- Must be customer oriented and friendly.
- Must be able to lift up to approximately 25 lbs.

## BENEFITS

- Golfing privileges.
- Driving Range privileges.
- Discount on food, fountain drinks and coffee (While working).