

**VALLICAN WHOLE COMMUNITY CENTRE AND PROPERTY  
CARETAKER ROLE  
Updated May 2020**

**Key Job duties and responsibilities are contained in the attached job description. This list of duties is not exhaustive, and other duties may be assigned or removed as business needs arise**

The Caretaker takes ownership of the caretaking of the Vallican Whole Community centre and the Caretaker Residence and their grounds. S/he is responsible for ensuring the following functions and tasks are completed – including record keeping and liaising to the Board/administrator. The Caretaker may use volunteer help to accomplish these tasks, but remains the liaison to the board and keeper of records for areas s/he is responsible.

**PRIMARY FUNCTIONS OF CARETAKER living in the Caretaker's residence on the Vallican Whole Property:**

1. to contribute to the security and accessibility of the Whole property by providing a constant physical presence on the property,
2. to be an emergency building contact person,
3. to maintain the physical integrity and safety of the Community Centre and the Caretaker's residence by:
  - performing regular checks of the Community Centre and surrounding buildings and grounds and being aware of the condition and repairs and improvements needed,
  - performing designated minor repairs & bringing larger maintenance issues to the appropriate RARTS contact person,
  - performing other maintenance duties such as snow blowing/shoveling and coordinating plowing needs with the Board.
  - performing scheduled maintenance checks and on water, septic, heating & fire systems, and keeping good records on these checks and findings,
  - performing designated grounds keeping duties to keep the fields and grounds immediately surrounding the Community Centre safe and attractive
  - tidying the grounds and buildings before events and lighting the parking lot.
4. Liasing with the Board and keeping records of regular maintenance and building problems,
5. Work closely with and be in constant communication with the RARTS administrator and other designated contacts
6. Referring inquiries from the public to the appropriate RARTS contact person.

**Broad expectations:**

1. The Caretakers are in many cases the initial contact with the public and must always conduct themselves on the property with a friendly and welcoming manner.
2. The Caretaker is often the first person in the organization who knows the state of the buildings and grounds and what improvements and repairs are needed. They liase with the RARTS Board (Building & Grounds Committee) to see that needed repairs are accomplished. Some tasks will be delegated to volunteers, as decided by the BOD & Caretaker., but the Caretaker should always be in the loop and be aware of what others are doing to accomplish this.
3. MAINTENANCE OF CARETAKER'S RESIDENCE: Caretakers are responsible for communicating with the RARTS Board about repairs & maintenance to the Caretaker Residence - they may be expected to perform some minor repairs, as appropriate, or consult the Tenant Liason on the RARTS Board for support.

4. PETS are permitted in the caretaker's residence as long as they are cleaned up after, contained on the caretaker's residence grounds and they do not threaten community members enjoying the grounds. Please note, no pets are permitted in the community centre.
5. FIXTURES: All fixtures currently in the house or added during the term of the contract by either party become the sole property of the society.
6. Caretaker will attend relevant RARTS meetings as directed by the Board, and will keep in constant communication with the Administrator/Board liaison.
7. During events the Caretaker is gracious, helpful, yet firm on policy enforcement.

**RARTS will supply previous records, checklists and history of the building to assist the Caretaker in doing their job.**

### **Sample Checklist of Duties - Seasonal & Event-specific SEASONAL DUTIES**

#### **All Seasons:**

- Respect any event that's going on – eg, avoid caretaker social events during a wedding or event.
- Help out during weddings and large events – often serve as the “how to” person even if they have been given full instructions beforehand.
- Know the land and forest and walk regularly looking for any problems/developments.
- Know the Community Centre buildings and inspect them regularly taking notes of repairs needed and performing the repairs or arranging for them to be done. Keeping notes on the building and key systems so trends can be identified.
- Greet and welcome visitors & renters
- Ensure major systems are checked and in working order (heat, water, toilets, sewage, electrical, major appliances)
- Communicate to the board or appropriate RARTS rep of any problem areas, or major needs.
- Clean heat pumps after approximately 30 uses.
- Maintain adequate propane levels.

**Spring:** *Please note - several of these tasks can be delegated to volunteers.*

- Flooding: check sump pump and ensure it is functional and it's discharge hose is well away from the building, Have Shopvac working and at the ready for basement flooding.
- clear water channels in the woods of debris.
- Flower Gardens: Clean, fertilize, prune and fence.
- Fruit Trees: Prune all
- Prep summer equipment: outhouses (water and nitro), set out hoses, ensure anti-backflow devices on outside taps are working, check sprinklers and mowers.
- Lawns: clean-up debris before mowing, level ruts, set up flagging tape to prevent damage to lawn.
- Reset thermostats to reflect time change
- Support the Administrator in organizing & guiding a spring work-bee
- Arrange for chimney cleaning/repairs in June.
- Ensure building and grounds are in tip top condition (all repairs and cleaning done) before the end of June when event season starts.

#### **Summer:**

- Arrange & assist in annual deep clean of the well if applicable, and occasional pumping of septic tank (usually every 2 years)
- Lawns: watered and mowed –especially before big events
- Gardens: watered, fertilized, deadheaded, pruned and fenced from deer.
- Purchase supplies for summer use: cleaning supplies, toilet paper etc.
- Arrange for or conduct a deep clean of building before event season

**Fall:**

- Grounds and gardens: Drain and coil hoses, remove garden fencing,
- Remove anti-backflow devices from hydrant/outside taps
- Inspections: Arrange and be on site for annual inspection and repairs by fire safety company (emergency lights, smoke and heat detectors/alarms, fire alarm system, fire extinguishers, EXIT light signs). Keep records of all inspections and suggestions/requirements and follow through on them. Report findings to the Board.
- Wood: arrange for sufficient wood to be purchased and stacked in the woodshed.
- Reset thermostats to reflect time change.
- Perform fall service on lawn mower and weedwacker/ other summer equipment (cleaning, fuels stabilization, etc) and store appropriately to maximize the life of the equipment.
- Bring snowblower out of storage and ensure it is working well a month before expected snowfall.

**Winter:**

- Check & maintain systems for ensuring that pipes do not freeze throughout the winter.
- Ensure building is warm for all events posted on calendar. Arrange for backup support if you are away that day.
- Protect Roof: inspect roof for leaks.
- Snow: arrange for plowing, shovel/blow and salt steps, wheelchair ramp, path to woodshed and storage shed.
- Buy, change and date furnace filters as appropriate (approximately every 30 uses).
- Power Failures: ensure no one is using furnace or water

**Regular year round:**

- Water samples to IHA every month.
- Regular check of EXIT lights.
- Litter patrol.
- Take out garbage and ensure garbage bin is clean and in good repair to prevent attracting bears.
- Check outhouses and clean and supply as necessary.
- Be aware of, report, or attend to necessary repairs at the Whole.
- On call for all crises or ensure someone is on call.
- Notice problems before they become crises.
- On call oral historian and keeper of building maintenance records.
- Maintain Caretaker's Residence as an integral part of image of the Vallican Whole.
- Early warning system to Whole users if there is a bear/cougar in the area.
- Regularly deal with inspectors, repair people, etc. – administrator assists with this.
- Keep records of all inspection dates, water samples, furnace repairs, chimney cleaning, etc.
- Turn off lights and lock basement, turn off dishwasher properly, etc when people forget.
  
- Create a public presence so people know someone has an eye on the building and grounds.
- If there is vandalism, report and deal with the police.

- Maintain good neighbourhood relations, including making sure events end at 1 am
- If cleanup isn't done on time- to know and deal with it. (Administrator also assists with this).
- Maintain good communication with the RARTS Board and Administrator, and provide monthly Caretaker reports to the BOD.
- Do appropriate checks on water system on assigned schedule and keep accurate records for later review (including keeping the water testing records and results)

**Events Prep - (Much of this can be done weeks ahead of the event as part of the weekly caretaker duties) Weeks before event:**

- Weed flower beds
- Bulletin board tidied
- Cobwebs in building knocked down
- Bird poop and nests on the porch areas cleaned up
- Make sure tables are safe and in good repair
- Check the 'feet' of all tables and chairs to ensure they aren't scratching the floors
- Cleaning supplies in order
- Freezer clean
- Exit light bulbs replaced where burned out
- Smoke alarms operational

**Week Before Event:**

- Mow all lawns
- Clear litter
- Toilet paper stocked
- Dishtowel drawers stocked
- Sufficient hand soap provided in bathroom
- Make sure dish cupboards are properly sorted (utensils, etc) as we expect the renters to return them sorted
- Carpets on the floor
- Check the event requisition form for things that are needed for the event and ensure we have those things.

**Day Before the Event**

- Put out things that are needed for the event and record what you have left out to ensure we get it back
- Windows
- Safe carpets placed in the kitchen and traffic/dirt areas
- Floors clean
- Hand towels out in bathrooms (white hand towels for weddings only)

**Day of the Event**

Attend to heating/cooling of the building as necessary

- Be on site to answer questions or get something out of the locked storerooms
- Ensure appropriate doors are locked and equipment/tables specified by the requisition are on the main floor
- Check in at setup to make sure:
  - Fire exits aren't blocked, ○ be there in case the power goes off to tell them not to use the water and to help restart the pump
  - make sure they have lit the propane stove correctly and have all pilot lights lit and exhaust fan on
- If event is running past 1 am, ask them to shut it down
- If safe to do so, resolve conflicts. If not, contact the police

## **After the Event**

- Ensure thermostats are set properly and windows are closed
- Ensure dishwasher and other equipment is turned off
- Do a walkthrough of the building and grounds noting any damage and any cleaning needs post –event. Inform Administrator of concerns/work needing done, and do it and let Administrator know how much time/repair is needed so s/he may charge the renter these costs..
- Ensure all special items set out for the renter are returned in good shape and are locked/put away.