



JOB DESCRIPTION

Role: Caretaker

Reports To: Chief of Staff

Purpose of the Role: This Caretaker provides the responsibility of on-site personnel to maintain a clean, attractive and safe environment for all users of Arrowpeak Lodge. Associated duties will include accepting supplies, maintaining inventories and required record keeping. Montana Farmers Union requires the Caretaker to maintain acceptable levels of neatness and cleanliness in all buildings, assigned residence and assigned vehicle. The Caretaker will be a good ambassador for Montana Farmers Union Educational and Event programs at all times.

Supervision: The Caretaker will be under direct supervision of the Chief of Staff.

Key Responsibilities:

- Provide seasonal maintenance for the entire camp in an orderly and efficient manner from April-October.
- Manage events throughout the weekends or weekdays.
- Operate and maintain camp water and septic system.
- Establish good relations with all youth members, staff and vendors associated with camp and promote the education program whenever appropriate.
- Maintain records and inventories of equipment and supplies.
- Replacements and/or repairs will be completed as needed.
- Identify health, fire and safety hazards; inform direct supervisor, Camp Advisor and proper authorities.
- Act on hazards and take necessary remedial actions immediately.
- Keep all equipment clean and in good working condition, properly stored and used only for the intended purposes.
- Maintain the grounds by keeping grass neatly mowed and trimmed and sprayed for bugs and weeds (coordinator with contracted mowers.)
- Remove trash and any downed trees and branches.
- Practice energy conservation for the residence and camp facilities.
- Keep all buildings and furnishings in good repair. Emphasis will be placed on:
 - Dorms, toilet and shower areas
 - Floors, walls, windows, doors and roof
 - Light fixtures, heating and air controls
 - Walkways and porches
 - Kitchen and dining hall
 - Minor plumbing and carpentry repairs will be performed as directed
 - Septic and well maintenance
 - Fire preparation and cleanup
- Ensure security, integrity and confidentiality of data and information.



- Occasionally work with members of the summer staff on specific tasks regarding the general operation of camp.
- Required to submit required weekly reports and time sheets.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Must be experienced in general maintenance duties.
- Must have the ability to operate and maintain motorized equipment and power tools.
- Must be able to lift 50-75lbs.
- Must be able to ride tractor mower for long periods.
- Ability to meet deadlines and provide weekly updates.
- Possess effective written, verbal and interpersonal communication skills.
- Ability to work independently, meet deadlines, and provide weekly updates.
- Participation in all Arrowpeak Events, such as weddings, reunions, or retreats required and compensated.

Educational Requirements:

- Caretaker shall have a high school diploma or equivalent.
- Caretaker is required to obtain CPR and First Aid.
- Caretaker must maintain a valid U.S. driver license.
- Participation in all Arrowpeak Events, set-up, take-down and cleaning is required and compensated.

Working Conditions:

- Occasional travel
- Strict seasonal schedule; day, evening and week-end work.
- Housing and welcome to join campers for meals.
- There will be multiple caretakers employed with coordination between schedules for 24/7 onsite management.

Salary:

- \$200-\$250 per day depending on experience for events at camp.
- \$25/hour on non event days with a maximum of 8 hours.