

JOB TITLE: CIVIC CENTER LIVE-IN CARETAKER (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Civic Center Manager.

JOB SUMMARY: Responsible for making the Civic Center Facility accessible to the public and community organizations, and securing the same before and after meetings; assist in the operation and maintenance of buildings and grounds; may assume duties of Civic Center Manager during his/her absence; performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for coordinating and unlocking/locking doors before and after early morning and evening weekday meetings as well as weekend meetings; supervises activities in building on weekday evenings and on weekends; provides assistance to groups and organizations meeting in the building; assists with the setup of chairs and tables, and other equipment that may be needed/used by a group; inspects equipment to be used to insure it is safe and in proper working condition.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs maintenance to buildings and grounds, custodial care, and snow removal work as directed; may perform duties of Civic Center manager during his/her absence. Maintains and monitors security both inside and outside of building and calls the proper authorities if necessary.

SKILLS/ABILITIES: Good oral and written skills to effectively communicate with the public; some knowledge and ability to perform repairs to plumbing, electrical, structural facilities and equipment; some knowledge of proper planting and care of lawns, plants, flowers and shrubs; ability to work under adverse weather conditions; ability to lift 50 lb. bags of seed or fertilizer; ability to move and carry furniture (e.g. tables and chairs); ability to operate moderately heavy equipment such as floor polishers; ability to carry, push or pull a variety of tools and equipment (e.g. carpet sweeper, vacuum cleaners, walking mower, weed trimmer) and materials; ability to climb ladders and work in a stooped, kneeled or crouched position; ability to climb up onto and down from, and to operate a riding mower; ability to maintain records; ability to work during any meetings scheduled between 5:00 p.m. and 11:00 p.m. each weekday and for any meetings on weekends.

TRAINING AND EXPERIENCE: Completion of eighth grade and six months experience in janitorial work, preferred or any combination of equivalent education and experience.

HOURS OF WORK: The number of hours worked during a seven-(7) day work week will vary, depending upon the number and time of evening and weekend meetings. The Live-in Caretaker shall be available during any meetings scheduled between 5:00 p.m. and 11:00 p.m. each weekday and for any meetings on weekends. If no meetings are scheduled during these time periods, the Live-in Caretaker will not be scheduled to work. The Manager will prepare the schedule for the Live-in Caretaker and advise him/her of the schedule in a timely manner.

COMPENSATION: Provided the hours worked by the Live-in Caretaker do not exceed eighteen (18) hours per week, compensation for said time shall be paid in the form of free rent for the apartment provided the Caretaker. All hours in excess of eighteen (18) shall be compensated for on an hourly wage basis.

SPECIAL REQUIREMENTS: The Live-in Caretaker must reside in the apartment located within the Civic Center. No more than two (2) people will be allowed to reside in the apartment. No other rooms in the Civic Center shall be used by the Caretaker for their own personal use. The Caretaker position is part-time and therefore no benefits besides the apartment are provided. The Caretaker will be allowed one week off during the year, without pay, without having to compensate the Civic Center for use of the apartment. Should more than one week off be necessary, at the discretion of the Civic Center Commission and Civic Center Manager, the Caretaker will reimburse the Civic Center for rent of the apartment equal to eighteen (18) hours times the established wage for however long they are gone.

Updated 7/07