

## **Wilderness Park Caretaker Job Posting**

### **Job description:**

Wilderness Park Homeowners Association is seeking a seasonal/full-time or part-time caretaker to maintain our clubhouse, the grounds, pool and some light road maintenance. We are seeking a team player who is friendly, well organized, and possesses good communication skills. This person needs to be self-motivated to complete tasks in a timely manner with or without supervision.

This position is 40 hours per week with flexibility and would require working some weekends special events, board meetings, emergencies, etc.

### **Qualifications:**

- High school or equivalent (Preferred)
- Custodial/lawn care experience
- Building and Equipment maintenance 1+ years (Preferred)
- Valid driver's license (required)
- Maintain pool license (required - paid for by the Association annually)

### **Physical Requirements:**

Must be able to do physical activities, such as bending, squatting, kneeling, pushing & pulling, and lifting 50 lbs.

### **Duties:**

- Pool
  - Clean and prepare pool for opening including monitoring chemicals daily
  - Keep pool area clean and neat daily, along with winterizing
- Clubhouse and Clubhouse grounds
  - Bathrooms and showers cleaned and stocked
  - Take out garbage as needed
  - Vacuum, scrub floors, dust, clean windows, check interior and exterior lighting and replace/repair as needed
  - Remove leaves, water flowers
  - Clean, clear and salt sidewalks
  - Keep shed and equipment organized and in working order
- Miscellaneous
  - Clear any fallen trees and brush around and over road ways (as needed)
  - Check Culverts and clear debris
  - Mow and trim lawn around clubhouse grounds, Birch Park, back gate weed control,
  - Keep beach and lake equipment organized and working
  - Report any emergency repairs or issues to the Board as soon as is possible
  - Present written report at the monthly Board Meetings (monthly) to include any upcoming repairs needed or completed
  - Other duties as needed or asked by the board

### **Salary:**

Starting pay \$17.00 per hr. to commensurate with experience/qualifications.