

NEVADA COUNTY SPORTSMEN CLUB CARETAKER

General Description:

The Caretaker, under the supervision of the Club President, is responsible for the care and maintenance of Club facilities and grounds as described herein. The Caretaker shall provide a safe, clean, and fully operational environment for Club members and the public using the premises. The Caretaker must maintain a clean and neat appearance, be able to work safely and perform his / her duties without direct supervision, and have a positive and welcoming attitude toward all Club Members and the public while on Club premises.

Any situations that may arise concerning the clubhouse, bar and / or kitchen that the Caretaker cannot manage shall be directed to the Clubhouse Director, and those that may arise concerning buildings and grounds shall be directed to the Building and Grounds Director. The Caretaker shall also notify the Club President of all major situations that occur.

The work schedule for the Caretaker shall be as follows:

Wednesday, Thursday, Saturday and Sunday: 8:00 a.m. to 5:00 p.m.

Friday: 9:00 a.m. to 6:00 p.m.

The job duties of the Caretaker shall include but are not limited to the following:

General:

Maintain the Clubhouse, which includes sweeping & mopping floors, cleaning, mopping & stocking bathrooms, keep all tables clean, maintain a fire in the wood stove and a full wood box from November 1st to April 30th or as temperature & weather dictate, and empty all indoor garbage cans on a daily basis.

Assist with the preparation of the Clubhouse for Club and / or Club sanctioned events.

Order and / or receive bar, kitchen and cleaning supplies and any other general supplies as necessary.

Obtain and maintain a Certificate of Eligibility (COE) from the CA Department of Justice (DOJ) to allow for ammunition sales per the provisions and restrictions of the Clubs "Ammo Vendors License". The costs for obtaining and maintaining the COE will be reimbursed by the Club.

Organization and maintenance of the storeroom behind bar area.

Make sure the laundry service delivers and picks up on a bi-weekly basis.

Is responsible for the accurate operation of the cash register and maintenance of the till used by the Caretaker during his / her shift.

Answers the phone and provides general Club information, return missed calls as soon as possible and record complete / concise phone messages as necessary for Directors & Members.

Collects fees for trap, rifle & pistol and archery, ensures that range rules are read & accepted by each person and checks identification for valid signatures.

Record names, dates and times when members request access to locked storage areas.

Pick up mail.

Clock out and set alarm.

Bar:

Operates (bartends) and maintains a full, service bar for Club Members & only those guests that are represented by a Club Member present at the bar, (guests must sign Guest Register) and for special functions (parties, receptions, etc.) sanctioned by the Club.

Restock bar before end of daily shift

Observes and enforces all Club Policies and current laws regarding the sales of alcoholic beverages.

All items which can be recycled are to be the property of the caretaker for his/her benefit if desired (To be agreed upon at time of hiring).

Grounds & Out Buildings:

Keeps “range bathrooms” clean, mopped and stocked.

Keeps a clean and maintained deck area, including deck chairs and tables

Keeps both clubhouse main entryways free of snow & ice.

Put trap equipment away and close trap houses.

Waters all lawns, shrubs and special trees on a regular or as needed basis.

Mows and edges all lawns on a regular or as needed basis.

Empties all outdoor garbage cans on a daily or as needed basis, maintains all outside trash and recycle receptacles, and keeps grounds free of trash and debris.

Club Employment Policies

The Club may perform random drug testing on all employees.

The Caretaker shall remain on probation for a period of one (1) year. Evaluations will be completed every six (6) months. Probation may be extended at the discretion of the Board of Directors.

A pre-employment “Live Scan” background check for the chosen applicant (at his / her cost) is required prior to commencing employment to assure the Club of his/her legal ability to be in the proximity of and/or handle firearms and ammunition. The cost for a “Live Scan” having satisfactory results will be reimbursed by the Club @ the 1st employee evaluation.