



## Job Description

**Position:** Facility Care-taker

**Reports to:** Board of Directors

**Purpose:**

Under the authority of the Board, the Facility Care-taker is responsible for the operation and maintenance of all facilities owned or operated by the Society. This position aids in the overall operation and maintenance of facilities.

**Responsibilities:**

- Supervision of all activities within the Arena & Cultural Center
- Must own or have access to reliable transportation to complete tasks including garbage removal and supply deliveries
- Provide own tools to complete tasks
- Complete daily inspection of facilities to ensure alarm system is armed and functioning, water and heating are operating appropriately
- With Board approval, order janitorial supplies as required
- Maintain the outside of all facilities, including sidewalks and landscaping
- Ensure all facilities are kept in clean condition to allow for rentals at any time, including but not limited to floors, tables, washrooms, kitchen, and garbage removal
- Inspect & maintain floors before and after each event.
- On an annual basis, assess floors for required maintenance including stripping, waxing, sealing and budding.
- Return of bottles with all funds being returned to the Office Manager for deposit
- Examine and repair assets, like tables and chairs, as required
- Set up and tear down of tables and chairs for facility rentals
- During major rentals, drop-in during the event to ensure all supplies are stocked for use
- Work with the Office Manager to coordinate all facility rentals
- Report all facility rentals to Office Manager for invoicing
- Report to the Board any problems or ideas that need to be addressed at monthly meetings
- Supply a replacement caretaker during an event or rental if not available
- Work with contractors of various disciplines
- Work with various committees to complete tasks



**Competencies:**

- Available during the day or evenings including weekends to coordinate rentals
- Available to respond to emergencies and alarms
- Attention to detail
- Ability to perform basic maintenance tasks, including plumbing and heating troubleshooting

**Remuneration:**

- Contract position
- Negotiated at the time of hire
- No additional benefits or annual vacation offered