

## Twin Cities Friends Meeting

1725 Grand Avenue

St. Paul, MN 55105

POSITION OPENING: Resident Caretaker

START DATE: July 1, 2015

**PAY & HOURS:** This is an at-will position. The Caretaker lives in the Meetinghouse and is provided with a rent-free one-bedroom unfurnished apartment that includes paid utilities and Wi-Fi, shared garage and laundry. Hours will vary depending on the day of the week and the season. Past estimates have been 12 to 15 hours a week with two days off per week by arrangement.

**APPLICATIONS:** Please send letters of application to the Clerk, Buildings and Grounds Committee (B&G), 1725 Grand Ave., St. Paul, MN 55105, or e-mail to [office@tcfm.org](mailto:office@tcfm.org). Applications can be accepted through May 15, 2015 and will be read and reviewed as received.

### Description

The resident caretaker is responsible for custodial care of the Meetinghouse building and grounds. This includes becoming knowledgeable about the building's mechanical systems; understanding St. Paul Dept. of Inspections "Certificate of Occupancy" standards for safety (keeping hallways clear, fire doors closed, exit lights in working order, etc.); and attending to daily and seasonal tasks, examples of which are listed below.

### Skills and Qualifications

Successful applicants must be:

- Able to work independently
- Able to communicate and work cooperatively with the office person, the cleaning service, B&G, the Friends community, and individuals and groups that rent space in the building
- Tolerant of interruption and the need to reschedule caretaker activities
- Comfortable with heights and use of ladders, and with equipment such as lawn mowers

### Responsibilities and Tasks – Examples

- Post daily events on the whiteboard at building entrance
- Opening walk-through on a daily basis: may include unlocking doors, clearing halls, opening and closing windows and window blinds, placing fans, setting up or taking down chairs and tables
- Closing walk-through: will include locking doors, clearing halls, closing windows and fire doors, emptying trash cans, checking restrooms and restoring furnishings to their proper places
- General straightening and picking up after renters and Friends groups. May be asked to vacuum and store occasional deliveries of supplies.
- Grounds maintenance: Sweeping walkways, shoveling snow (less than 2 inches) and sprinkling sand and salt, mowing front lawn and clearing grounds of paper and debris
- May be asked to lift, push, pull and move equipment and supplies in excess of 50 lbs.; should properly plan by seeking assistance if necessary
- Watering plants and grounds as needed
- Emptying building trash cans and taking recycling to the curb
- Setting up chairs for worship on Sunday mornings
- Occasional oversight and communication with contractors and service people
- Light maintenance (testing smoke detectors, light bulbs, batteries, water filters)

- Requesting office person to reorder cleaning and paper supplies
- Alerting B&G to problems in the building, including needed repairs
- Answering the door, taking phone messages, taking in the mail
- Delivering food shelf contributions (each Friday)
- Weekly review with B&G Clerk and Office Manager

### Supervision and Agreement

The Resident Caretaker is hired by and reports to B&G. A specific member of the committee will be designated as contact person.

This is intended as a one-year agreement, with an initial three month review. Sixty days' notice by either Caretaker or B&G is requested in case of ending the relationship.

Storage of personal property is limited to space inside of the apartment. The Resident Caretaker must follow building use policies if using space outside of the apartment.

There is no smoking on the premises and no alcohol use outside of the apartment. No pets are allowed in the building.

The Caretaker will notify B&G when he or she plans to be away for two consecutive days or more. The Caretaker is responsible for arranging coverage in anticipation of their time away.

The Resident Caretaker position requires successful completion of criminal background check at the time of the initial agreement.

It is the policy of Twin Cities Friends Meeting to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.