

On-Site Caretaker

Daniel Boone Conservation League (DBCL), Inc., is seeking an on-site Caretaker to maintain the grounds and clubhouse of its 325-acre facility. DBCL is a 2000-member non-profit club supporting conservation and the shooting sports. The facility has nature trails, firearm ranges, archery areas, and more.

Caretaker Job Responsibilities: The Caretaker is responsible for ensuring the facility and grounds are well maintained and secured when closed. This includes lawn maintenance and cleaning of the clubhouse and grounds. It also involves assisting members, guests and the public visiting the facility.

Other tasks and duties of the Caretaker include:

- Clubhouse unlocking and locking per open hours of operation.
- Enforcement of the *DBCL Facility Use & Safety Procedures*.
- Report on facility condition and identify areas in need of repair.
- Operation of lawn equipment, skid steer, tractor(s), UTV's, etc.
- Pick up of mail and delivery to appropriate club leadership.
- Routine cleaning of clubhouse as well as after club events.
 - Bathrooms urinals, toilets, sinks, floors, counters, etc.
 - Kitchen counters, floors, sinks, ovens, coolers, etc.
 - Main Hall and Vestibule floors, windows, rugs, etc.
 - Bar Area counter, tables, chairs windows, floors, etc.
 - Deck area furniture placement, ashtrays, trash, etc.
 - Stairwells, landing, and elevator floors and walls
- Emptying of trash containers around grounds and ranges
- Emptying of trash containers on both floors of clubhouse
- Replacement of target hangers when needed on ranges
- Sales of eye protection, ear protection, and various targets
- Show members and prospective members around facility
- Maintenance of Caretaker's on-site home and yard area
- Snow removal on walkways, deck, and other pedestrian areas
- General and routine maintenance of club motorized equipment
- Replace paper towels, toilet paper, light bulbs, etc. as needed.
- Set up Main Hall in support of club events and/or meetings.
- Oversee regular required inspections by government agencies

Work Hours & Benefits The Caretaker position is a 6-day per week role, working the hours of 8:00am to 6:00pm or dusk, whichever is earlier. Benefits include 12 vacation days per year and free living accommodations at on-site residence. This includes housing, gas, electricity, internet, and phone line. Compensation is an annual salary and based on experience and capabilities.

Caretaker Qualifications/Skills: Chosen candidate needs to live in the on-site Caretaker residence, be friendly in assisting visitors, and diligently maintain the club grounds and facility.

Other desired skills and qualities include:

- Ability to follow detailed instructions.
- Fondness for working in the outdoors.
- Comfortable working alone or in groups.
- Sufficient physical strength and stamina.
- Ability to communicate clearly and friendly.
- Interest or enjoyment of the shooting sports.
- Self-motivation and ability to work autonomously.
- Mechanically inclined and able to do minor repairs.

Education & Experience.

DBCL is willing to train the chosen candidate in most areas, with the below considered requirements and/or strong preferences:

- Driver's license is required
- High school diploma is preferred
- Previous landscaping/groundskeeping experience
- Proven ability to work with standard lawn equipment
- Experience using skid steer loader would be a plus

Interested?

Please provide your resume and contact information to japharris@hotmail.com