

HISTORIC PROPERTY CARETAKER; HOUSING INCLUDED

Historic Locust Grove is looking for a caretaker. This position is part time, comes with an apartment, and pays \$15 an hour.

About the Work: Responsibilities include supervising private event rentals and responding to emergency calls overnight.

About the Apartment: Modern, 675 sq. ft., 1 bedroom apartment, on site at Locust Grove. There is an added utility fee for more than one occupant. Pets are allowed with an extra fee, but no dogs.

A full job description can be found on our website: locustgrove.org/employment. To apply, please email a resume and cover letter to the Visitor Services Director, Jennifer Jansen, at JJansen@locustgrove.org.

Historic Locust Grove

Caretaker

Hourly position, non-exempt, reports to Visitor Services Director

Responsibilities:

- Live on the property in the one-bedroom apartment (non-negotiable).
- Respond to calls from alarm companies and staff when on-site.
- Act as Locust Grove's representative in case of emergency and assist police and fire officials when they respond to alarms.
- Be on site and available during scheduled Locust Grove events between 6 pm – 8 am, usually less than 12 nights per year.
- Act as Locust Grove's representative during private event rentals. Notice will be provided to the Caretaker as most events will be scheduled in advance.
 - Be present and available to protect the property and assist the renters during an event.
 - Ensure that the renter follows Locust Grove policies stated in rental contract.
 - Maintain reasonable sound levels and respond to neighbor complaints.
 - Ensure rental cleaning checklist is completed and signed by renter or their representative.
 - Secure the property at the end of rental functions.
 - Communicate issues, notable incidents of concern, needed repairs, and maintenance issues to the Visitor Services Director for each event.
- Be a good neighbor and occasionally walk the site.
 - Get to know or recognize regular visitors, neighbors, dogwalkers, and photographers.
 - Notice and report incidents, repair or maintenance issues like vandalism, broken windows, dead animals, etc. to the Buildings and Grounds Manager and the Visitor Services Director.

Qualifications and Requirements:

- Must be able to communicate clearly with other Locust Grove staff, neighbors, renters, event vendors, and guests in the execution of their duties.
- Caretaker must be well-organized, resourceful, and responsible.
- Willingness to learn Locust Grove cleaning procedures and basic building system troubleshooting such as electric, plumbing, HVAC, etc.
- Willingness to learn basic Locust Grove history, operations, and security procedures.

Scheduled Hours:

- The Caretaker must be on-site 12:00 am - 7:00 am, unless otherwise arranged.
- The Caretaker must be on-site during private event rentals, which typically occur 5 times a month, April through November, between 4:30 pm - 12:30 am.
- The Caretaker must be on-site during scheduled Locust Grove programs between 6 pm – 7 am. Programs occur less than 8 nights per year.

Compensation:

- Pay range begins at \$15 per hour for events.
- Additional \$50 per night for special overnight events.
- A 1-bedroom apartment on site at Locust Grove is provided with employment. It is 675 sq. ft. with an added utility fee for more than one occupant. Pets are allowed with an extra fee, but no dogs.
- Qualifies for part-time employee benefits including prorated vacation time.
- Probationary period of 90 days. Benefits begin after probationary period. Reviews take place at 6 months and annually thereafter. Subject to terms & conditions in HLG Employee Handbook.