

Ontelaunee Rod and Gun Club

Caretaker Job Description

The Ontelaunee Rod and Gun Club

8100 Gun Club Road, New Tripoli, PA 18066

hereafter referred to as: "Club"

TERM AND TERMINATION

Termination may be with or without cause and without penalties to either party.

OVERVIEW

Ontelaunee Rod & Gun Club desires to secure the services of a Caretaker to carry out various assigned duties and responsibilities on behalf of the Club. In consideration for various services performed by the Caretaker as outlined below, the Club will provide a mobile home with appliances on Club property for use as living quarters by the Caretaker. Caretaker shall live rent free in mobile home as partial compensation these services. Caretaker will be responsible for all utilities, upkeep and maintenance . At the initiation of employment, the Club will fill the heating fuel tank for the mobile home. Upon termination of employment-Caretaker will fill the heating fuel tank for the mobile home at the Caretaker's expense prior to departure from the premises. The Club will always retain title to this mobile home property.

The Caretaker agrees to maintain the mobile home, appliances and area immediately surrounding the mobile home in a neat and orderly condition.

The caretaker agrees to a semi-annual inspection of the mobile home.

Any damages resulting from abuse, misuse or neglect to the referenced property shall be at the expense of the caretaker. Normal wear and tear of Club property used by the caretaker is excluded from this provision.

Caretaker agrees to vacate mobile home within thirty days after termination of employment.

Caretaker may park not more than two (2) vehicles near the mobile home.

Caretaker may have additional person(s) or pet(s) residing in the mobile home subject to the review and approval of the Club Board of Directors.

Caretaker agrees not to use any other Club buildings for personal storage or activities.

Club will be responsible for payment of insurance and taxes related to the mobile home.

Specific duties of caretaker

Caretaker will provide oversight and security for CLUB PROPERTY while on the premises. This will include daily security checks of Club buildings and property. All buildings are to be locked when not in use and the security alarm system activated. Caretaker will immediately inform the appropriate authorities and /or Club officers of any breaches in security or incidents.

Club will provide a listing of Club officers / Committee heads and events to caretaker.

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Caretaker shall unlock before and secure clubhouse after rentals or events as needed.

Caretaker shall remove trash from the picnic grove, all shooting ranges and fish pond at least weekly or more often as needed.

Caretaker shall submit written request for supplies, or written concerns for review by the CLUB BOARD OF DIRECTORS at their monthly meetings on any purchase above \$50.00. Receipts and reason for purchases shall be submitted to the treasurer.

Caretaker shall clean clubhouse after all events as needed.

Club will provide training for caretaker in the use of snow removal equipment and supplies for use on Club property.

Caretaker shall remove snow and ice from all club house entries, steps and walks. Salt as needed.

CLUBHOUSE MUST BE KEPT CLEAN.

- Paper towels, toilet paper, soap and supplies must be maintained.
- Bathrooms kept clean, and well supplied.
- All glass cleaned as needed (doors, windows, mirrors, display cases ect).
- Floors must be kept clean and or mopped as necessary.
- All tables tops wiped off as necessary.
- Keep all garbage cans cleaned and emptied, daily or after any events or rentals.
- Ceiling fans cleaned monthly
- Downstairs range and stairs cleaned 2x month. Rugs vacuumed, non rug areas wet mopped.
- Quarterly cleaning will consist of dusting display cases, plaques, pics, mounts, fluorescence light enclosures, ect. Wet mopping entire floor, cleaning the cabinets and window sills.

Any other unspecified work must be approved by a committee head or club officer, to receive compensation shall be at the rate of \$8.00 per hour. Time sheets with details of the work performed must be submitted to the treasurer to be reviewed and processed for payment.

Choice of law

This agreement is construed under the laws of the Commonwealth of Pennsylvania and is enforceable.

Survivability

If one provision of this agreement shall be found to be invalid, that fact will not impact the survivability of the remaining provisions of this contract.

