



Facility Caretaker for the High Prairie Agricultural Society

The High Prairie Agricultural Society (HPAS) requires the services of a part time **Facility Caretaker** to oversee the maintenance, upkeep and cleanliness of the High Prairie Agriplex Facility. Reporting to the Board of Directors, the caretaker will be responsible for all of the janitorial, arena upkeep, and facility maintenance for the High Prairie Agriplex facilities and grounds. The Caretaker must be able to take the initiative to ensure that the facility is kept clean, the arena is in good condition, general maintenance of equipment and buildings is completed or scheduled in a timely manner.

The position is part time with a maximum of 20 hours per week and the wage is \$20 per hour. The term of the position is 1 year, with renewal pending performance appraisal. The position has flexible hours, with the expectation that time will be managed effectively so that all duties are completed. There is the expectation that the caretaker will be available during major events and on weekends during the busy season when arena requires grooming between bookings. The Ag Society is open to an arrangement with a couple, who may wish to split the duties between them.

Duties and Responsibilities of the Caretaker

Arena

- Grooming and watering of the arena as needed and prior to bookings or events.
- Ensure gates, panels, doors, are maintained
- Cleaning of tie area rails, walls, floors,
- Ensure shavings are stocked
- Ensure wheelbarrows, shovels, rakes and other equipment for users is in working order.
- Ensure that there is an adequate supply of shavings and work with the general manager when more need to be purchased.
- Tie area is kept clean, and washed down when needed.
- Stall dry is stocked and available for users
- Use tractor to bring in panels or other equipment as required for bookings or activities.

Facility

- Lawn mowing and weed whipping as required throughout the summer months.
- Snow removal from all entrances, and around buildings, pens, etc.
- Inform general manager when the dumpster needs to be emptied
- Inform general manager when fire extinguishers need to be recertified
- Replace light bulbs around the facility as needed.
- Wash bay is kept clean and tidy, and cleared of tractor and other equipment if it is booked.
- Wash bay showers and bathrooms are kept clean and checked regularly.
- Bleachers are swept regularly, mopped when needed.

- Storage areas under bleachers are kept tidy
- Wash bay facility is kept clean and organized, and when rented the tractor and other items being stored are moved as required.
- Coverall is kept tidy and organized
- Silverstream building is kept tidy, and arranged as required for rentals or events.

Livestock

- Ensure stock waters are functioning properly at all times when animals are housed.
- Livestock waterers are turned off when risk of freezing has passed.

Janitorial

- All garbages are emptied as needed, containers cleaned as required.
- Recycling is taken to coverall facility as required, containers cleaned as needed.
- Ensure outdoor garbage's are emptied when needed.
- Sweep and mop floors in kitchen, bathrooms, meeting room, and entry way as required.
- Sweep bleachers regularly, mop when required (after events).
- Bathrooms - clean and stocked at all times, prepped before big events.
- Ensure adequate stock of bathroom supplies, garbage bags, and cleaning products are on hand.
- Kitchen and meeting room windows are cleaned as needed.
- Stairwells are swept and mopped as needed.
- All surfaces wiped down as required.
- Enhanced cleaning of high" touch" surfaces while COVID restrictions are in place.
- Clean up of litter outside around the facility.

Maintenance

- Keep tools, and supplies organized and in working order
- Check fluids on tractor and lawn mower regularly
- Keep maintenance and service record for the Ag. Society's tractor and mower.
- Ensure overhead doors are inspected and lubricated
- Ensure all fire extinguishers are inspected annually
- For maintenance items that require board approval, gather quotes for costs and contracted services for the Board of Directors.
- General maintenance and repairs around the facility as required.

Other

- Other projects or work may be required from time to time at the direction of the board.
- Participate in Maintenance and Purchasing Committee meetings when they are held.
- If user groups or members are not adhering to their cleaning requirements notify the Office Manager.
- Daily building checks when the temp is below -30 Celsius.
- In case of an emergency, the caretaker will immediately call the President to inform of the situation and discuss action to be taken.