



Agriplex Facility Caretaker Position description and Duties

Description of position

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. The Ag. Society Board of Directors and Office Manager will provide support, and be available to answer questions and provide information as required until the Caretaker is familiar with their role.

Requirements

- Self motivated, responsible, trustworthy
- Physically capable of performing all duties
- Reliable vehicle and valid drivers license
- Good communication skills
- Experience in driving small tractor with loader
- Ability to interact positively and respectfully with the General Manager, Board of Directors and users of the facility at all times
- Clean criminal record check
- General maintenance and/or janitorial experience
- Flexibility in schedule and able to do arena care on weekends

Hours & Schedule

The position will be up to 20 hours a week from October to May, when the facility is used most regularly. From May to September the hours per week will be reduced to 10 hours a week unless the facility is being used more regularly, to be determined by the Board of Directors. Additional hours may be requested by the Board of Directors if required for big events, or projects.

There will be times when the caretaker is required to work on weekends, or evenings, depending on the events or activities taking place. It is expected that the caretaker will manage their time effectively to ensure that all duties are completed and that if time off is required, arrangements are made ahead of time to cover items that require attention.

The Ag. Society Board of Directors realizes that with this being a part time position our caretaker may have other employment obligations as well. This will be discussed during interviews.

Wage and payroll

The wage will be \$20 per hour.

The Agricultural Society will provide paychecks with applicable deductions made on the last weekday of the month. There will not be mid month advances.

Caretaker will keep a record of hours worked and duties performed on a timesheet provided by the Office Manager and submit it each month end. The Office Manager will keep time sheets on file.

Employment Agreement

Upon hiring, the employee will be provided with a letter of employment with a detailed description of duties, payroll information, and rate of pay.

After a 2 month probationary period the Caretaker will meet with the Board Executive Committee to discuss how the position is going, and at that time, an Employee Agreement will be drafted and signed for a 1 year term, with annual performance review and potential renewal.

Communication

The caretaker will communicate regularly with the Office Manager to ensure they are aware of the arena schedule and any upcoming bookings.

The Caretaker will give a report to the Board at monthly meetings, or send an email report if they can not attend. The caretaker will also attend maintenance committee meetings as needed.

Detailed list of Duties

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 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
- Recycling is taken to coverall facility as required.
- 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 a maintenance and service record for the ag societies 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.

Other

- Other projects may be required from time to time.
- 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 President.
- 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.

Questions

Should you have questions about the position, or wish to see the facility prior to submitting an application please contact Ag. Society President Veronica Bedard at 780 536 7079.

How to Apply

Please submit a resume and cover letter to the High Prairie Ag. Society Selection Committee via email to meghanlswc@gmail.com, drop off in person at 4833-52Ave during business hours, or fax to 780 523 9801