



POSITION DESCRIPTION

Caretaker

SUMMARY: The Caretaker is committed to serving those in need, who will oversee and be responsible for the care and maintenance of designated site(s) and who will show care and concern to residents and visitors. The position is from 4pm-12am and can be any day between Monday-Sunday.

ACCOUNTABILITY:

The Caretaker is accountable to a designated Director of Residential Services.

SPECIFIC RESPONSIBILITIES:

The Caretaker will:

- Monitor those persons who are visiting the property and ensure that only residents are staying overnight.
- Responsible for documenting building activities on staff log (minimum hourly)
- Responsible for documenting Case Notes after meeting with residents
- Defuse/resolve inappropriate behavior, enforce all rules, including reporting violations and/or contacting the on-call staff person as appropriate.
- Greet those who come to the property and respond appropriately.
- Clean designated areas of the New Bethany Ministries campus; please see Caretaker Guidelines
- Oversee resident cleaning and inspect resident "common areas", reporting any persistent problems as appropriate.
- Be responsible for ensuring that all areas inside and around the property are kept safe and free from hazard.
- Be responsible for identifying any building problems and reporting them to his/her Supervisor.
- Minor repairs to be attended to by caretaker during their shift.
- Perform other duties as assigned by his/her Supervisor.

QUALIFICATIONS:

- High School or General Equivalency Diploma
- Employee must be 18 years or older.
- Employee must be of good moral character, may not have been convicted of a violent or drug related felony and must be able to perform his/her primary responsibilities with reasonable skill and safety. Exceptions require the approval of the Personnel Committee.
- Employee may not have an Indicated or Founded Child Abuse Offense.
- Excellent organizational, writing, communication, and problem-solving skills.
- Ability to manage challenging situations and crises, work independently and collaboratively.
- Demonstrated ability to provide one-on-one case management or coaching.
- Ability to work flexible hours, including evenings and weekends.

GENERAL:

This is a **full-time** non-exempt employee of New Bethany, Inc. and as such is covered by the applicable portions of the personnel Policy. The position begins at \$14 per hour. New Bethany takes pride in offering safe and welcoming space to all persons who seek assistance.

Employee Signature

Date

Supervisor Signature

Date