

# Job Description

## Spring Grove Caretaker

The Prairie Club (Club), founded in 1908, encourages the love of nature and participation in outdoor recreation by providing facilities and activities that allow members and guests the opportunity to experience the great outdoors. We foster a sense of community, the appreciation of the beauty of nature, and the importance of environmental conservation through the maintenance and programs of our two permanent camps, Hazelhurst (located in Harbert, Michigan) and Spring Grove (located in Spring Grove, Illinois).

The Spring Grove camp has an on-site caretaker who reports directly to the Spring Grove Camp Chair. The Spring Grove caretaker is responsible for the day to day operations, maintenance, security and stewardship of the Spring Grove Camp and facilities.

- The day to day operations includes overseeing the camp grounds and facilities as well as maintaining the security of private residences and managing regular provided services
- Maintaining the camp property includes cleaning and repair work of grounds and camp facilities
- Providing camp security includes making regular surveillance inspections of the grounds, reporting emergencies and identifying strangers
- Being steward of the camp includes working to maintain or restore the beauty of the camp.

The Caretaker acts as a liaison, communicator and team lead to the Camp Chair for camp issues, to siteholders for emergencies and to committee chairs for maintenance or work issues.

To accomplish these responsibilities, the Caretaker must build working collaborative relationships with the Camp Chair, committee chairs, individual siteholders, members, guests and our neighbors in the Spring Grove community.

The following are the primary job responsibilities of the Spring Grove caretaker:

### General

- Is on premises and greets parties when groups are expected and when groups check out; explains rules and regulations to the group on arrival and performs a walkthrough upon their departure
- Is present when deliveries or repairmen are on premises
- Monitors general use of the camp to control trespassers and unauthorized visitors
- Notifies the Camp Chair of any violations after lodge rental and performs any necessary clean-up
- Informs members when rules are not being followed (within reason and without putting himself in danger)
- Restricts his occupancies and use of Club-owned buildings for storage purpose to the quarters assigned to him

### Lodge

- Maintains cleanliness of the lodge so that it is always ready for use by members
- Inspects the lodge for repairs and maintenance, and performs repairs when possible
- Calls repairmen when professional repairmen must make repairs and notifies the lodge chair

- Keeps on file the lodge and grounds electrical, sewage and architectural plans and specifications
- Replaces batteries in the fire/smoke detectors once a year and has the fire extinguishers checked once a year
- Keeps an ample supply of cleaning products and bathroom supplies on hand and keeps an inventory of products
- Launders dishtowels and dishcloths if needed after weekends; replaces as necessary
- Removes leftover food from the refrigerator after weekends
- Disinfects bathrooms, walls and floors of shower rooms every other week

#### Grounds/Equipment

- Inspects the grounds daily and notifies the Camp Chair and siteholders of any problems
- Maintains ground area around the lodge
- Mows lawns as needed
- Maintains and repairs vehicles and equipment and keeps an inventory of both
- Maintains gravel roads
- Maintains the pond deck area and bails out boats
- Plows snow, shovels decks, sidewalks, steps and walkways, and applies salt
- Maintains flowerbeds by the lodge and flagpole
- Notifies the Camp Chair of any major issues with trailers, campers and storage area
- Notifies the Camp Chair of any problems with the electrical boxes or water
- Maintains the well
- Schedules septic maintenance
- Repairs and cleans gutters if possible, and if not, notifies the Camp Chair
- Maintains an inventory of the equipment owned by the Camp
- Moves refuse to the dumpster
- Ensures the conservation and protection of wildlife and vegetation, and enforces the prohibition of hunting, trapping and the use of firearms

Updated: July 2019