

EPISCOPAL MINISTRIES OF THE DIOCESE OF BETHLEHEM, INC.

POSITION DESCRIPTION

POSITION: Caretaker (Part-Time)

SUMMARY:

The Caretaker is an individual, who will oversee and be responsible for the care and maintenance of designated sites and who will show care and concern to residents and visitors. This person serves as a backup caretaker to fill open shifts when needed.

ACCOUNTABILITY:

The Caretaker is accountable to the Director of THP and Wyandotte.

SPECIFIC RESPONSIBILITIES:

The Caretaker will:

1. Monitor those persons who are visiting the property and insure that only residents are staying overnight;
2. Defuse/resolve inappropriate behavior, enforce all rules, including reporting violations and/or contacting the on-call staff person as appropriate;
3. Greet those who come to the property and respond appropriately;
4. Clean designated areas of the New Bethany Ministries campus
5. Oversee resident cleaning and inspect resident "common areas," reporting any persistent problems as appropriate;
6. Be responsible for insuring that all areas inside and around the property are kept safe and free from hazard;
7. 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;
8. Maintain log of hourly activities, with the exception that overnight activity shall be logged as incidents arise; and
9. Perform other duties as assigned by the Director of THP and Wyandotte.

QUALIFICATIONS:

1. High School or General Equivalency Diploma preferred
2. Employee must be 18 years or older.
3. 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.
4. Employee may not have an Indicated or Founded Child Abuse Offense.

GENERAL:

The Caretaker is a part-time hourly employee of EMDB, Inc. and as such is covered by the applicable portions of the Personnel Policy.

Revised June 20, 2017