

Caretaker Job Description

A. Plantation Teacher House Lot

The caretaker of the houses on the Plantation's Teacher House Lot is responsible for completing the following tasks in a timely manner:

1. water switchover from town water to well and from well to town water, as needed;
2. completion of repairs -- plumbing, structural, electrical, heating.

The caretaker shall, with a member of the School Committee, make an annual walk-through of both houses each September. The purpose of this is to assess what needs adjustment/ replacement in order to maintain a state of good repair and rentability. The caretaker and the School Committee shall maintain a record of annual walk-throughs to ensure completion of jointly determined projects.

B. School Building

The caretaker of the school building is responsible for the following tasks:

1. Winterization of the school building;
2. solving equipment problems – heater, water pump, lights;
3. upkeep of plumbing and resolution of water problems; and
4. repairs to building.

The caretaker shall, with a member of the School Committee, make an annual walk-through of the Schoolhouse each September. The purpose of this shall be to assess maintenance needs and future projects. The caretaker and the School Committee shall maintain a record of these walk-throughs to ensure completion of jointly determined tasks.

The caretaker shall also act as the Integrated Pest Management (IPM) Coordinator (reference: Pest Management, coded ECB).

Adopted: 12/16/02 by J. Boegel, M. Chioffi, & J. Stevens

Revised: 12/17/13 by J. Stevens, M. Chioffi, & J. Weber