

The Beatrix Farrand Society Caretaker Position Description

The Beatrix Farrand Society Caretaker is a year round position reporting to the BFS Vice President. The Caretaker is responsible for keeping watch of the Garland Farm property, ensuring it is secure and maintained in a manner that is clean, neat, visually satisfying and safe for our tenants, employees, volunteers and visitors.

Open channels of communication should be maintained with the Gardener, Groundskeeper and Housekeeper and activities coordinated as required.

The Caretaker will maintain a work log reflecting property issues (carpentry, electrical, painting and plumbing) that have been identified and resolved or remain to be resolved and provide an update to the BFS Vice President monthly.

The Caretaker role for the Beatrix Farrand Society is defined as:

Daily:

- Be available as the first point of contact for Seacoast Security 24/7
- Be available as the first point of contact for our tenants, resolving issues of health and safety as a priority

Weekly:

- Walk the property and inspect the buildings weekly and after significant storm events

Before opening for the season and prior to the first board meeting:

- Replace/uncover verge boards in the terrace and entrance gardens
- Open watering system to the gardens
- Return statue to the terrace garden
- Return garden furniture to the yard
- Uncover the information kiosk/donation box
- Remove and store storm doors and windows from the cape and Farrand wing, including the front entry enclosure and replace with screens
- Return audio visual equipment to the barn, restore it's connectivity and test

After closing for the season and after the last board meeting:

- Cover verge board panels in the entrance and terrace gardens
- Remove statue from the terrace garden and store in the Farrand Wing
- Remove garden furniture from the yard and store in the barn
- Remove audio visual equipment from the barn and store in the Farrand wing
- Cover the information kiosk/donation box
- Shut down garden watering system
- Remove the screen doors and windows from the cape and Farrand wing and replace with storm doors and windows, including the front entry enclosure
- Arrange for snow plowing to enable tenant access to the cape, as well as, access to the Farrand wing including maintaining the the front walk to the Farrand wing in a manner that safe for our employees, volunteers and visitors. Access to the barn and shed should also be maintained in the event of an emergency

As needed:

- Resolve issues relating to utilities including furnace, water service and sewage. Seek input from BFS Vice President if significant repairs are needed
- Arrange for/perform trash removal
- Emergency repairs of equipment and/or facilities should be handled promptly and reported to the BFS Vice President after they are completed
- In the absence of the BFS Vice President, add/delete Farrand wing access codes and notify the Vice President of changes (the Vice President will maintain a log of access codes and users and will update Seacoast Security)
- Maintain telephone and internet service and keep answering machine and printer in good working order
- Provide access to Garland Farm for contractors and other service providers
- Keep office stocked with basic supplies such as print paper and printer toner
Order photocopying and obtain stationery as requested
- Prepare the Farrand wing to accommodate board meetings and return the wing to it's pre-meeting state in advance of subsequent programs and events
- Prepare the barn to accommodate programs and events, including lighting, seating, A/V equipment and ventilation
- Assist Docent Committee Chair as needed for large tour groups

Revised 08/01/2015

Dave Hollenbeck, BFS Vice President