

## Saratoga Lake Sailing Club



### Resident Caretaker

The Saratoga Lake Sailing Club (SLSC) operates a year-round recreational facility for its members. The primary purpose of SLSC is to provide sailing opportunities for its members and guests. The house and grounds are open year-round. A resident caretaker is needed to assist with club operations. This person needs to be independent, self-motivated, a problem solver, ethical, responsible and a role model to members and guests.

The caretaker will maintain proper operations of the Clubhouse. Typical duties include: spot cleaning, vacuuming, mopping floors, maintaining a clean kitchen and bathrooms, windows, walls, carpets, replacing bulbs, laundry, sweeping and washing ramps and steps, washing tablecloths and towels, removing trash, recycling trash, ordering supplies, maintaining storage and arranging for carpet cleaning.

Communication duties will include maintaining the telephone and answering system, making appropriate telephone calls for contract services, and reporting problems as they occur. Messages will be passed along to club members.

The Club grounds will be maintained with assistance from club members and contractors. The caretaker will mow lawns, trim shrubs, sweep walks, empty trash, and assure that buildings are secure. Club Officers will be alerted, should damage of any kind occur. The caretaker will also meet with vendors or contractors as requested, and keep the waterfront and children's play area safe and clean.

The caretaker will be familiar with the club membership, policies and procedures. Club policies prohibit personal pets on the property, including Caretaker residence. The caretaker is expected to conduct their activities in a pleasant and professional manner.

There are no wages associated this position. SLSC will provide an apartment attached to the clubhouse. The club will also provide heat, water, gas, electric, internet and cable TV. The apartment consists of a glassed-in porch, kitchen, living room, bath, 3 bedrooms and washer/dryer. The caretaker will be expected to reside in the attached apartment.

Performing the duties described above would result in an average of 20 hrs. a week over the course of a year. Summer hours may require more than 20 hrs. while winter hours may require less than 20 hrs. in any given week. No other benefits will be offered. Candidates will be subject to background checks.

Interested candidates should send a letter of interest to the SLSC Commodore, 163 Manning Road, Ballston Spa, NY 12018 or [slsc\\_commodore@sailsaratoga.org](mailto:slsc_commodore@sailsaratoga.org) by November 30, 2018