

## Overview of Stillaguamish Country Club Caretaker Duties

The Stillaguamish Country Club employs a resident caretaker(s) to maintain a safe, secure and attractive environment for Club members. Members wishing to employ the caretaker for other services are responsible for expenses or remuneration.

### Summary of Job Duties:

1. Reports trespassers to the Board. If a situation requires immediate action, notifies proper authorities (e.g., sheriff, 911 emergency).
2. Makes security checks of Club property and members' cabins no less than three times per week and checks all doors and windows of each member-owned structure at least weekly (in a staggered, non-patterned format). Reports any major security problems to cabin owners by collect phone call immediately upon discovery.
3. Monitors gates and persons entering Club property while gates are open. Provides directions to visitors entering Club grounds. Access to Club property is allowed only for members, guests, and authorized tradesmen. The main gate is open between 7:00 am and 10:00 pm, unless otherwise authorized by the Board of Trustees. Members have keys for after-hours use and must make sure the gate is closed and locked. The back gate remains locked except for vehicles too heavy to use the Club bridge over French Creek.
4. Keeps roads free of debris and trims overhanging branches or brush. Advises the Board president or a Grounds Committee member of any safety problems, such as downed trees, downed power lines, power outages or excessive snow blocking the entrance to the Club. Notifies proper utility of hazards to power or telephone lines.
5. Provides upkeep to the caretaker cabin, adjacent grounds, and the Club entrance area. Mows grass in playground area.
6. Maintains a brief daily written report for the Board. Reviews sign-in sheets daily.
7. If provided by individual members, keeps a set of keys for each cabin for emergency use. (Members should not rely on these keys for access as there is no certainty the caretaker will be home when a member arrives at the Club.)
8. Annually checks fire extinguishers located throughout the Club grounds (April or May) and notifies the Grounds Committee chairperson of any needed repair or maintenance.
9. Assists or accompanies emergency vehicles entering Club grounds.
10. Reports damage to Club property to the Board president. Whenever life or property is endangered, notifies police or fire department with appropriate haste.
12. Performs other duties as directed by the Board president or caretaker liaison.