



Revised 6/2024

POSITION DESCRIPTION
Family Shelter Caretaker

SUMMARY:

The Caretaker is committed to serving those in need, who will oversee and be responsible for the care and maintenance of designated site(s) and who will show care and concern to residents and visitors.

ACCOUNTABILITY:

The Caretaker is accountable to a designated Manager/Supervisor.

SPECIFIC RESPONSIBILITIES:

1. Monitor those persons who are visiting the property and ensure that only residents are staying overnight.
2. Responsible for documenting building activities on staff log (minimum hourly)
3. Defuse/resolve inappropriate behavior, enforce all rules, including reporting violations and/or contacting the on-call staff person as appropriate.
4. Greet those who come to the property and respond appropriately.
5. Clean designated areas of the New Bethany Shelter, SRO, and Wyandotte Apartments if needed.
6. Oversee resident cleaning and inspect resident “common areas”, reporting any persistent problems as appropriate.
7. Be responsible for ensuring that all areas inside and around the property are kept safe and free from hazard.
8. Be responsible for identifying any building problems and reporting them to his/her Supervisor.
9. Perform other duties as assigned by his/her Supervisor.

QUALIFICATIONS:

1. New Bethany, Inc. affirms the value of a High School or General Equivalency Diploma and urges all employees to achieve this minimum educational level.
2. Employee must be 18 years or older.
3. Employee may not have an Indicated or Founded Child Abuse Offense.

GENERAL:

The Caretaker is a part-time, non-exempt (hourly) employee of New Bethany, Inc. and as such is covered by the applicable portions of the Personnel Policy. The position pays \$17 per hour, starting wage.