

Posting Date: November 4, 2021
Anticipated Hire Date: November-December 2021
Anticipated Start Date: December 2021 – January 2021

Job Description

Live-in Property Steward

Summary: A contract position; no employment agreement; in exchange for rent/utilities.

Compensation: Free rent: 3 bedroom apartment in Ruscombe Mansion (utilities, water, WiFi and one parking space included)

Requirements: Must be physically able to perform duties; lift up to 50 lbs. Must be able to respond in the event of campus emergency 24/7, unless coverage is otherwise arranged.

Tasks:

	Daily	General	As Needed/Occasional
SECURITY	<ul style="list-style-type: none">• Maintain building alarm on/off schedule.• Maintain fire extinguishers.• See that door keypad codes are properly scheduled and functioning.• Observe property for any damages or vandalism.• Ascertain that all doors are securely locked at night.	<ul style="list-style-type: none">• Be Ruscombe contact point with Blueguard Security guards and local authorities.• Report any nonfunctioning outside lights immediately.	<ul style="list-style-type: none">• Be responsible for maintaining keypads and door codes as necessary• Provide keys for new practitioners.• In event of emergency, take responsibility for responding, contacting authorities, seeing that Police Report is filed where appropriate, and helping victim.• Become familiar with security camera system and oversee maintenance; See that security cameras are functioning at all times.• Show new practitioners fire escapes, extinguishers, etc. as needed.
	Continued Below		

	Daily	General	As Needed/Occasional
HOUSEKEEPING	<ul style="list-style-type: none"> • Trash out Tuesday nights, dump runs as needed. • Recycling out Thursday nights • See that heating and cooling are maintained in the buildings at acceptable levels • Keep greenhouse and house plants watered and maintained. • Remove trash or litter from Ruscombe property as needed • Spot cleaning as necessary between Housekeeping visits. • Replace light bulbs, batteries and fuses. • Maintain de-humidifiers, air exchangers, etc. • Keep kitchens generally tidy during week. 	<ul style="list-style-type: none"> • Be Ruscombe contact point with Housekeepers • Maintain supplies of toilet paper, paper towels, etc • Replace light bulbs, batteries and fuses • Maintain pond water levels • Water and maintain outdoor plantings as necessary • Replace light bulbs, clock batteries & smoke detector batteries • Maintain order in basement storage areas. 	<ul style="list-style-type: none"> • Set up and take down in Community Hall & HH Conference Room for rental workshops as needed. • Admit public-space renters as needed • Install A/C in practitioner rooms in late Spring and remove them in the Fall (Practitioners are required to pay extra to Property Steward for this service.) • Install a/c units in public areas in Spring; Remove and store in Autumn. • Install screens/storm windows as needed. • Twice-annual pond cleaning • Prune shrubs as needed; remove invasive species • In winter, remove ice and keep walkways salted and safe. Maintain supplies of de-icer, salt, sand, etc. (Contractors will remove major snowfalls.) • Maintain Atrium: Winterize in Autumn; prepare for hot weather in Spring.
REPAIRS	<ul style="list-style-type: none"> • Report leaky faucets immediately. Insofar as is reasonable, make minor repairs. (If problems are beyond minor repairs, arrange for plumbing estimates in conjunction with Office Manager. • Report immediately any needed repairs where safety is at risk, or where further damage is likely. 	<ul style="list-style-type: none"> • Maintain electrical service and outlets in good working order. • ‘Handyman’-level work can be contracted without the need for multiple bids, but an estimate must be approved before work begins • For non-emergency maintenance and repairs (greater than handyman level), arrange for estimates from at least three companies (licensed, insured). Submit estimates and arrange work through selected vendor 	<ul style="list-style-type: none"> • Manage emergency repairs 24/7 in cases where imminent damage or harm could occur. • Minor repairs and practitioner requests to be performed by Property Steward. • Assist in basement organization project
MISC TASKS		<ul style="list-style-type: none"> • Storage shed and right side of Hill House behind fence • Landscaping tasks as assigned • Attend weekly update meetings with Management, and monthly Practitioner Meetings. (Zoom until further notice.) • Participate in all public events produced by Ruscombe. 	<ul style="list-style-type: none"> • Set up event tent in Spring; Disassemble and store in late Autumn • Help new Practitioners settle in; explain heating, cooling, radiators, etc.