

Buildings and Grounds Caretaker

Summary

The Caretaker is a vital operational role responsible for maintaining Folklore Village's grounds and buildings in safe, functional, and attractive condition. Reporting to the Executive Director, this position combines hands-on maintenance, custodial care, lawn mowing, grounds upkeep, and event support. The ideal candidate will be a reliable, self-directed problem-solver with basic technical skills in plumbing, electrical, and carpentry, and a commitment to preserving the integrity of our facilities and outdoor spaces.

Time Allocation (Approximate)

- Grounds Maintenance and Seasonal Projects: 45%
- Building Maintenance and Repairs: 30%
- Cleaning and Event Preparation: 25%

Key Responsibilities

1. Grounds Maintenance and Seasonal Projects (45%)

- Mow lawns, trim edges, and maintain outdoor areas to ensure a neat and welcoming appearance.
- Perform seasonal tasks such as leaf removal, minor landscaping, and upkeep of walking paths.
- Spring/Summer: Inspect for water damage, rot, and pest issues; install window screens and air conditioners
- Fall/Winter: Install storm windows and plastic coverings; remove air conditioners; shovel snow from entrances, sidewalks, and emergency exits; prevent frozen pipes;

2. Building Maintenance and Repairs (30%)

- Perform routine inspections and upkeep of all facilities, including plumbing, electrical systems, lighting, and HVAC units.
- Diagnose and repair minor issues promptly; escalate major repairs as needed.
- Maintain all equipment in safe condition.
- Maintain inventory of custodial and maintenance supplies; coordinate orders with the Office Manager.

3. Cleaning and Event Preparation (25%)

- Ensure all buildings are clean and ready for programs and events, including sweeping, mopping, vacuuming, and dusting.
- Replace light bulbs and perform minor fixes as needed.

- Assist with event setup and teardown (tables, chairs, stage) in coordination with program staff.
- Assist with seasonal set up and décor as needed.

Qualifications

Experience

- Prior groundskeeping and maintenance experience with basic knowledge of plumbing, electrical, and carpentry systems. Basic mechanical abilities are a plus.

Skills

- Ability to plan, organize, and execute tasks independently.
- Manual dexterity and physical stamina; ability to lift up to 75 lbs and perform repetitive movements safely.
- Competence in interpreting technical manuals and schematics.
- Ability to operate a zero-turn mower and other basic landscaping equipment.

Attributes

- Reliable, detail-oriented, and proactive communicator.
- Committed to cost-effective solutions.
- Dedicated to maintaining a welcoming environment for visitors and program participants.
- Flexibility to accommodate a dynamic and seasonal schedule.
- Willingness to take initiative and grow in the position.

Physical Demands and Work Environment

While performing the essential functions of this job, the employee is regularly required to stand, walk, bend, twist, and lift up to 75 lbs. Work may involve exposure to varying weather conditions and moderate noise levels.

Compensation and Benefits

- Hourly Rate: \$16 – \$18 per hour, based on experience.
- Hours: Approximately 10 hours per week, with flexibility to accommodate varying seasonal needs and event schedules.

To Apply

Submit a resume and brief letter of interest to Executive Director Steven Rice at director@folklorevillage.org.