

THE NATIONAL CENTER FOR EQUINE FACILITATED THERAPY

A California Non-Profit Corporation
Established 1971

Position Title: Residential Caretaker

May 30, 2019

Reports to: Facilities/Barn Manager and Executive Director, with no supervisory responsibilities

Accountability: This position has a dual reporting responsibility. The caretaker will report to the Facilities/Barn Manager for facilities care activities and horse care activities. The Executive Director has final oversight.

Employment Status: part-time

Position Responsibilities: The residential caretaker will be responsible for:

1. **Facilities oversight:** after-hours responsibility for the safety and maintenance of the 880 Runnymede property and liaison with clients and visitors after business hours.
 - a. Making sure that the entrance gate is closed at the end of the working day
 - b. Monitoring the property and barns for safety issues after hours
 - c. Responding to property care emergency situations after hours
 - d. Notifying the designated emergency personnel of horse care emergencies after hours
 - e. Arranging for coverage with the Barn Manager when not overnight on the premises.
 - f. Other responsibilities as assigned related to grounds care and safety of the property.
 - g. Monitoring all horses after hours and weekends/holidays.
2. **Grounds maintenance:**
 - a. Raking and taking care of the grounds around the residence and the public areas of the property as time allows. This includes weeding around the arenas, sensory trail, parking areas and behind the main barns but will not be the sole responsibility of the caretaker. The area starts with but is not limited to the top of the hill behind the residence to the front of the property along Runnymede Road.
 - b. Implementing the irrigation system on a regular basis set by the facilities manager.
 - c. Minor property repair under the direction of the facilities manager.
3. **Horse Care:** Responsibility for the complete care and feeding of the NCEFT horses on weekends and holidays, (inclusive of cleaning stalls).

The caretaker(s) will reside on the premises of 880 Runnymede Road in the cottage attached to the main barn on the property. The expectation is that the caretaker be in residence overnight except when on relief. The caretaker will have relief overnight time as negotiated with the Barn Manager or Executive Director. Planned weekend time with appropriate coverage in place is acceptable..

Tax ID 942378104

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