# Job Description
## Property Supervisor - Caretaker

### Position

The position will be known as:
Property Supervisor - Caretaker. (the Employee)

### Job Description

Property Supervisor/Caretaker
Responsibility for the property and caretaking that property and assets of HDYC vested in the care of the elected members of the Management Committee. (MC)

### Responsibilities

The position is based at Hamilton Downs Youth Camp.
At all times to act in the best interests of the Management Committee in the management and operation HDYC.
To work as directed by the management committee.
Adhere and be aware of all laws, regulations and rules that may be applicable to the best practice of good management of HDYC.
Agree to provide authority for the MC to seek a Police Criminal History Record Check including any spent convictions.
Provide authority for the MC to seek a current medical report.
Employment is conditional on a 'nil' conviction (including any spent convictions) return of a Police Criminal History Record Check
To provide security and general daily maintenance of the buildings and grounds of the Camp.
To maintain and keep up to date a daily work / activities journal.
To maintain and keep up to date a vehicle log book.
To keep a daily reading of weather information as may be required.
Maintain a record of all bookings and reservations received.
Maintain a record of all guests.
Maintain an accurate record of all telephone, facsimile, email and written correspondence.
Transmit or advise the treasurer of all guests staying at HDYC for invoicing.
Maintain records of all petty cash expenditure and reimbursement and receipts.
Maintain an accurate record of all purchase orders and any corresponding quotes.
Maintain an accurate record of all other business transactions or other records as may be required by law, regulation or Management Committee and bring these matters to the attention of the MC at the first possible opportunity.
To provide recreational, educational and training programs for guests.
Maintain a current list of assets of all equipment, buildings, machinery, tools etc.
To maintain all sporting and recreational equipment, outdoor sporting and recreational areas, buildings, ablution facilities, vehicles, machinery, tools in good repair and condition.
Ensure adequate supplies of gas, diesel fuel, firewood, cleaning supplies are maintained to meet the seasonal requirements of visitors.
On site attendance required at all time of guest stays.
With approval of the Management Committee develop new walks, activities and programs.
To maintain all maintenance workshops in a clean, tidy and safe condition.

# Job Description
## Property Supervisor - Caretaker

To maintain Power & Water Solar power and water equipment as required.
To maintain mobile fire unit in ‘ready to use’ state
To report on a weekly basis to the Chairperson.
Provide a written report on a monthly basis.
If requested attend the monthly meetings.
At all times during work wear the uniform provided by the Association.