Gardner Cove Conservation Association

P.O. Box 331

Gilmanton, NH 03237

Sub-Contractor Groundskeeper position description-

The position is to maintain and manage property on Loon Pond, Gilmanton, New Hampshire for the benefit of Gardner Cove Corporation, owner of said property, with all of its 96 shareholding families. The property to be maintained and managed consists of a tract of approximately 50 acres with 970 feet of beachfront and shorefront and contains approximately 15 acres of cleared area with play areas and campsites, four seasonal cottages, a bathhouse (with toilet facilities) and a storage shed, and a right of-way over private property to State Route 107.

Job description includes the ability to perform general maintenance such as grounds and beach work, keeping recycling area clean, transfer station runs weekly and cleaning bathhouse. Checking out of Members or their guests after their rental stay as needed (this will involve most Saturday’s in the season). Communication with members when on the property and the ability to report to GCCA Board as needed.

**A.** It is the duty of the groundskeeper to be sure that the members have clean and comfortable conveniences available to them with the view of making everyone's experience a pleasant one. The groundskeeper is to facilitate communications with the members and the Board of Directors of the Association, to greet incoming members renting cabins and camp sites, to assure that their facilities are in good livable condition, and to keep the Board informed of work needed on the property.

***Duties of the Groundskeeper***

**Spring-**

* Work with volunteers to get the property ready for Memorial Day opening.
* Be in contact with Property Committee Chair about what can be done “in house” and what should be taken care of by a contractor prior to opening for the season.

**Summer Season-**

Provide general maintenance and upkeep of the property which includes:

* Mowing of all lawns and weed whacking
* Keeping the pond drains clear.
* Raking of beach.
* Picking up ground litter.
* Maintaining the beach area including (dock and raft, boats, oars, chairs, tables) and property equipment (mower, rigs, shovels, rakes, etc.) and such other equipment the Association may acquire in good condition.
* Provide routine maintenance and monitoring of the condition of the buildings and camping areas.
* Check each cottage, checking toilets, sinks and showers for leaks in plumbing before the arrival and after departure of renters. Review and sign off on Departure Cleaning Checklist with renters.
* Check all window and door screens for repairs.
* Be sure paper goods and cleaning supplies supplied by the Association are available in all cottages and bathhouse.
* Take whatever action is necessary if renters complain about rodents, ants, etc. inside the building.
* Provide routine maintenance of bathhouse. Make daily checks during the summer season, be sure toilets and sinks are clean and in good operating condition. All items are stocked and waste baskets are clean. Make sure lights are functioning.
* Weekly transfer station runs.
* Be in contact with Property Committee Chair daily/weekly about what needs be done “in house” or what might need to be taken care of by a contractor throughout the summer as needed.

**Fall Closedown-**

* Work with volunteers to get property ready for fall and winter.
* Wash/dry curtains and pack in bins.
* Wash/dry mattress pads and pack in bins.
* Close up cottages –pillows in bins, dishes, pots, pans etc. in bins.
* Dryer sheets are put in dresser drawers, under seat cushions, cupboards, on top of plastic mattress covers, etc. to deter mice.
* Be in contact with the Property Committee Chair about what can be done “in house” and what should be taken care of by a contractor after the season.

The Season will run from May 12th to September 22nd. It is estimated that it will require 10 hours per week for 18 weeks to perform the above duties. Saturdays from 11:00 AM to 2:00 PM will be required for member or guest check-ins and outs. The groundkeeper will be paid as a sub-contractor and receive 1099 annually from GCCA. GCCA will not be responsible for contractor insurance and taxes.