

## **John 3:16 Mission Staff Position & Description**

**Position:** Hope Land and Chouteau School Caretaker

**Employee Classification:** Exempt

**Department:** Operations

**Reports To:** COO/VP

**Job Statement:** Oversee the School and surrounding property, insuring it is maintained and maintains projects.

**Duties:**

- Inspect the land and properties daily, observing for any areas of concern.
- Monitor and provide access to the property/school.
- Coordinate with vendors to maintain and utilize the property/school.
- Store and organize all equipment for use on the land.
- Maintain and improve fence lines throughout the property, clearing of and spraying for unwanted foliage.
- Maintain all equipment on the property, keeping it in good condition.
- Maintain effective systems of securing and monitoring the property
- Manage all vendors for the property. (mowing, spraying, fertilizing, hauling, HVAC)
- Monitor managed and unmanaged wildlife/habitat on the properties.
- Keep the properties reasonably safe.
- Manage and/or monitor improvement projects to the properties (pond, bees, etc.)
- Create/clear paths/trails of egress such that the ATV can pass around and through the property.
- Create a wildlife management plan in coordination with the COO
- Create a weekly action plan in coordination with the COO in the prioritization of work on the property.
- Feed and tend to all animals owned and kept on the land.
- Monitor the school facilities so that no deterioration is experienced.
- Actively report issues on the land to the COO.
- Attend Mission meetings and functions.
- Performs any other duties as assigned.

**Qualifications:**

- Familiarity with land management and habitat maintenance best practices.
- General facility and property maintenance knowledge required.