

TULSA GARDEN CENTER JOB DESCRIPTION

Title: Head Caretaker

Position Profile: A hard-working, honest, dependable, self-motivated person to act as Head Caretaker in support of the Tulsa Garden Center, a nonprofit organization whose mission is to provide a variety of horticultural and environmental education opportunities for the community and to serve as horticultural headquarters for the Tulsa area.

Status: Permanent, 40 hours per week, hourly (may begin as contract to hire). Generally, hours will be 7:30am – 4:30pm, however, variations to these times may be necessary on certain occasions when meetings, building work, functions, etc. are held. Any variation will be notified in advance by supervisor.

Report To: Executive Director

Supervise: Part-time Caretakers, as needed

Required Education, Knowledge, Qualifications, and Experience:

- Minimum of high school diploma or GED
- Valid Driver's License
- Proficiency in the operation of computers, email software, and word processing
- Direct experience in the caretaking field would be considered an asset
- Knowledge of general cleaning practices, floor maintenance, and cleaning products would be an asset

Required Skills and Abilities:

- Ability to work independently with minimal supervision
- Ability to work in a team oriented, collaborative environment
- Ability to prioritize multiple demands and effectively manage time
- Ability to execute written and oral instructions for the safe, competent use of caretaking supplies and operation of equipment
- Work in varied climates and conditions which may include: dust, vapors, fumes, or slippery floors, for example
- Ability to do medium load work which includes:
 - Exerting up to 50 lbs. of force occasionally (lifting and/or carrying)
 - Exerting up to 20 lbs. of force frequently
 - Exerting up to 10 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing
- Ability to perform minor maintenance functions
- Present a professional, friendly, cooperative attitude and appearance
- Provide excellent customer service to all guests, customers, volunteers, and members

Duties and Responsibilities:

Without restricting the generality of this job description, the Head Caretaker shall perform such duties and responsibilities as may be assigned including, but not restricted to, the following:

- Opening and closing, unlocking and locking of buildings

- Unsetting and setting of alarm systems
- Responding to, and resetting of, alarms; liaising with the police and alarm companies
- Checking and securing the premises subsequent to out of hours intruder alarm activation
- Overall security of premises including the locking of all windows and doors
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs, or allow access to any contractor who may be working on site, in school holidays or weekends
- Assist in the operation and checks of building mechanical systems
- Maintain buildings in good working order; e.g. changes light bulbs, filters, etc.
- Perform minor maintenance and repair duties; similar in nature expected in the maintenance of a residence, which includes plumbing repairs, basic carpentry
- Strip, wax and buff floors
- Prepare and execute plan to ensure buildings are thoroughly cleaned on regular basis
- Perform spot cleaning as needed for events
- Replenishment of paper towels, toilet rolls, and other disposables
- Spot cleaning of spillages
- Emptying and cleaning recycling bins and trash
- Set up and tear down furniture for meetings and events
- Orders custodial supplies as necessary
- Place work orders with the City of Tulsa as needed
- Coordinate and assist City staff with repair projects
- Research and request equipment purchases
- Maintain equipment and equipment inventory
- Advise supervisor of needed repairs
- Assist in preparing monthly labor schedule
- Maintain inventory of keys
- Maintain floor plans for Affiliate meetings
- Straightening furniture and general tidying up of designated areas
- Report to board committees as necessary
- Monitor the work of contractors working on site
- The switching off of all lights and appropriate electric plug sockets
- Ensure all lights and heating are working effectively
- Monitoring and setting heating and air conditioning controls
- Be aware of the location of all stopcocks, gas and electricity controls
- Any other work requested by, and deemed appropriate by, supervisor
- Willing to be admired and respected by volunteers of the Tulsa Garden Center's Partner Organizations and Friends, including, but not limited to: Tulsa Garden Center Board of Directors, Tulsa Garden Center Foundation, Linnaeus Teaching Garden program, Tulsa Historical Society, African Violet Society of Greater Tulsa, Anne Hathaway Herb Garden Club, Audubon Society, Cacti and Succulent Society, Calligraphy Guild, Green Country Bonsai, Green Country Sierra Club, Green Country Water Garden Society, HOSTA Connection, National Association of Parliamentarians – Oil Capital Unit, Oklahoma Native Plant Society, Oklahoma Society of Impressionists, Oklahoma Urban and Sustainable Garden Assoc., Sierra Club, Tulsa Area Daylily Society, Tulsa Area Iris Society, Tulsa Audubon Society, Tulsa Council of Federated Garden Clubs, Tulsa Garden Club, Tulsa Herb Society, Tulsa Orchid Society, Tulsa Perennial Club, Tulsa Rose Society, Let's Talk Gardening!, and City of Tulsa Parks Department.

Salary Commensurate with Experience

References Required

Please email resumes to info@tulsagardencenter.com, or mail to:

**Tulsa Garden Center
Attn: Human Resources
2435 S Peoria Ave
Tulsa, OK 74114**

Please phone 918-576-5266 with questions

www.tulsagardencenter.com