

Job Summary:

The caretaker position, typically a husband and wife team, is a live on site job that encompasses five major functions. First is to ensure the facilities and property are secure, and that no unauthorized trespass or access is permitted. Second, is to maintain a livable lodge and grounds that is regularly cleaned, maintained and repaired. Thirdly is to facilitate and co-manage the operational aspects of the water system and flows necessary to properly flood, maintain and drain the duck club so that optimal hunting and habitat is provided. Fourth, is to coordinate and/or perform meal preparations (breakfast and lunches) during all recognized shoot days of the season. The final element of the job will be to perform bird cleaning, tagging and bagging in accordance with CA fish and wildlife transportation regulations.

Essential Functions:

- Security
 - Monitor club for illegal trespass or poaching activities
 - Ensure club is locked and secure when no legitimate members are around
 - Provide observation for prevention of vandalism or theft
 - Pick-up, store and attempt to reconnect to its rightful owner belongings that may have been left unsecured, or where elements could damage them.
- Facilities & Grounds
 - Weekly inspection of grounds and water levels
 - Weekly vacuuming, dusting of lodge, and cleaning of parking area and patio removal of trash and dog waste
 - Weekly appliance, plumbing and electrical inspections to ensure all are operational
 - Monthly vacuuming, dusting and cleaning of eating area and kitchen (including refrigerators and freezers) during the offseason
 - Monthly inspection and flushing of the water system filters, pumps, etc.
 - Kitchen, bar, dining area, dishes, refrigerators, bathrooms, wash bathroom towels and laundry room to be picked-up, cleaned and stocked with appropriate supplies and utensils prior to each shoot day.
 - Start fires as appropriate on morning of every shoot day, and the evening before the Wednesday and Saturday shoot days
 - Clean-up and sanitization of bird cleaning facilities daily (shoot days) during hunting season
 - Twice a year deep cleaning of facilities to include sanitization of all bathrooms, showers and linens in every room in the lodge and annex
 - Work in conjunction with house committee lead and approved vendors for necessary repairs or maintenance of house and grounds
- Water and Habitat
 - Weekly inspection of grounds and water levels
 - Inspect perimeter fence lines for breaks and illegal trespass
 - Work in conjunction with various committee leads (pond, blind and equipment) as necessary to perform onsite efforts as directed.
- Food and supplies
 - Publish a seasonal menu for breakfast and lunches

- Prepare meals and clean up dishes and cookware during the scheduled shoot days and coordinated special events (potentially will outsource)
 - Purchase necessary food and supplies to maintain adequate meal preparations
 - Support special events as directed by board of directors
- Game Cleaning and Storage Preparation
 - Ensure that all birds left in storage freezer are properly tagged for transport
 - Track and ensure no birds are left in storage for more than two weeks
 - Clean birds, bag and tag birds for transport as arranged by members
 - Post annual fee schedule for cleaning service

Requirements:

- Experience in cooking for large groups
- Friendly, organized and cleanly
- Physically able to perform manual labor
- Good listening and communication skills
- Ability to multitask and prioritize work assignments with minimal direction