

1. Take a weekly tour of grounds with general manager once a week.
 2. Document and send text with “to do” list after tour.
 3. Send (text) list of parts and materials. Research prices and places to acquire parts / supplies.
 4. Separate and organize everything in every building.
 5. Communicate any changes in writing after getting approval from gen mngr.
 6. Text hours worked the day of.
 7. Schedule other contractors with gen mngr for major repairs.
 8. Maintain security cameras, paintball guns, scuba tanks, rc cars, aviary, mowing, weed eating, etc.
 9. Purchase supplies and make field ready for scheduled groups.
 10. Charge or gas up golf carts, air up or change any flat tires.
 11. Empty all trash, take dumpsters to landfill periodically.
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You will get written up or fired for the following:

1. No call / no show. Chronically late.
2. Uncooperative attitude.
3. Leaving any building unlocked.
4. Loosing keys. (you will be charged for locksmith to re key)
5. Not communicating by text.