

10 hours per week

1. Repairs such as water heaters, elct, plumbing, sewer, etc
2. Keep tools organized
3. Send text daily to Marshall for parts and supplies needed
4. Request day labor help when needed, text their hours
5. Text your hours worked daily
6. Mow, weed eat when necessary
7. Keep mower and golf cart gassed up
8. Keep grounds clean, trash to dump, dumpsters at street weekly
9. Animals need water, and maintain pens 2-3 times per week
10. Close up and lock up all buildings at end of day, put keys in church
11. Trash dumpsters put out on weds eve, put back thursday after 3:00pm

RV or cabin rental – “make ready” (after a move out)

1. Take pictures before clean up
2. Document by text any lease violations, pets, smoking, drugs, etc
3. Clean up trash, dishes, etc
4. Shampoo carpets
5. Create clean smell whatever it takes.
6. Empty and clean fridge
7. Take pictures of any appliances. Fridge, burner plate, toaster oven. Heaters, etc
8. Take pictures after clean up is finished.

Assistant / day labor (Amy)

1. Organize tools
2. Jumbos east ask for NICK in produce – he will give you old produce
3. Trim weeds, grass, flower beds
4. Take out trash in church and bathroom
5. Water animals

6. Clean golf cart
7. Clean out the back of my truck