

## **Maintenance / care taker**

## Maintenance responsibilities for room and board

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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

If phone is provided, “on call” must return calls, or text within the hour, or phone will be returned.

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

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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**

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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

**Questions / personal expectations:**

1. Is there any reason you can not attend church on Sundays? Weds nights?
2. Is there any outside obligations financially? Fines, etc?
3. Is there any outside schedule? Counseling, etc?
4. Can you return phone calls daily?
5. Can you be responsible to return and organize tools? Keys?
6. Can I count on you?
7. Can I trust you? Do you trust me?
8. Can you list family contacts?
9. Are you hiding anything? Addictions, friends?
10. Criminal history?
11. Goals? Plans?
12. Mental health? Medication? Diagnosed?
- 13.
- 14.