

Resident Caretaker Position Chelsea Gardens

Resident Caretaker Position – Marie Orton has done a wonderful job compiling the Part-time Resident Caretaker Manual for the incoming person to fill this position. As noted in previous minutes we have opened this to the residents of Chelsea Gardens as it is in fact that kind of position. We have had interest in this position from several people however, due to a changeover in Council it was determined that it would be best be reviewed by the current new council to make sure the determination of the entirety of the role of this person.

Basic Scope or Work/Requirements are as follows:

1. Being on call day/night in conjunction with other Caretaker (may require attending an emergency to determine the best course of action i.e. Contact a specific trade, Council or Crossroads)
2. Weekend Rounds of the Property and Condo Buildings – review and report what is found
3. Water Meter Reads on Weekends and Holidays
4. Will need to obtain a swimming Pool certification to be able to do the pool and spa chemical reads on Weekends, Holidays and some evenings. This would be paid by Chelsea Gardens.
5. Cleaning the Pool on Weekends and Holidays **(will require to be in physical shape to be able to do this task)**
6. Set up for any Move in/Outs for the Condos.
7. In Office hours Thursday – Monday – 11:00AM to 1:00PM (including any Holidays)
8. **Need Computer Skills to review emails and document items on a daily basis.**
9. Manage the Guest Suite and Room Rentals for the Clubhouse.
10. Weekend Cleaning of the Guest suites if required by schedule.
11. Work with the Cleaners on scheduling the cleaning after suite rentals are completed.
12. Be able to do Fob Programming and Enterphone Programming.
13. Manage keys for various locations of the complex.
14. Manage a Petty Cash Fund
15. Nighttime Lock up of the Clubhouse 10:00PM

Compensation for this Position will be:

1. It is agreed that the compensation for the Part-Time Resident Caretaker duties, as outlined above, will be at the hourly rate of \$27.00. Deductions for EI, CPP and Income Tax will be made. Pay statements will be issued on the 15th and the last day of each month.
2. This is based on roughly a 12-15 hour work week, 5 days a week.
3. After 1 year of service, the position will be entitled to 2 weeks of paid vacation.
4. You would become an employee of Chelsea Gardens and would be paid by payroll.
5. Opportunity to pay into benefits will be provided and negotiated at a future date.

Please reach out to jesse@crpm.ca to identify if you are interested in this position as a part-time resident caretaker.

We would like to have this role filled out as soon as possible. Therefore, please indicate your interest by submitting a resume by **June 23rd, 2025.**