

## **Caretakers Duties:**

To provide general satisfactory maintenance of the IACC club premises including but not limited to the club hall, lounge, kitchen, bathrooms and outside grounds.

To ensure that the club premises, including but not limited to the hall, lounge, kitchen, bathrooms and other club facilities are maintained in a neat, clean and sanitary condition at all times and in particular prior to and after any and all club functions and rentals. Furthermore, all floors and bathrooms are to be cleaned prior to and after all functions held within the IACC facilities. The hall floor shall be polished every two weeks. All brass in the bar and lounge area shall be polished every two weeks.

To setup said club hall, lounge or field for all club functions and/or rentals as directed by the IACC through its President or the Chairperson of said IACC function or event. Furthermore, the Caretaker is to assist said Chairperson of the IACC approved event in any manner necessary to prepare the club facility to be used for said event.

To assist in maintaining an adequate inventory of supplies for the club by notifying the designated purchaser of supplies of any depletions or special requests.

To ensure there is no waste of electricity, water, gas, heat or other club property.

To ensure that the building is locked and secured at all times when the facility is not in use and to ensure that all doors are properly locked and secured after all events. Further, to ensure that no persons are on IACC property outside of club hours unless authorized by the IACC officers and that no animals are allowed in the building with the exception of the Caretakers living quarters.

To ensure that all IACC equipment used during IACC functions or club rentals is maintained in good condition and left in a clean manner and to take an inventory of IACC equipment periodically and after all club rentals. Further to inform the IACC President of any requests to borrow IACC equipment and to see that the equipment is returned intact and in a timely fashion if permission for said loan is granted.

To maintain the club premises in a neat and safe condition including but not limited to removing snow, ice, leaves and other debris from all steps and walkways as necessary and to apply salt, sand or other deicing agents as needed.

To ensure, following each snow fall, that all snow is removed on a timely fashion from the parking lot and driveway by contacting the contractor contracted to do so.

To be present at all times when any of the IACC facilities are being used and to be available to sign for all deliveries to the IACC. If the said Caretaker cannot be available to sign for a delivery, the said Caretaker must notify one of the members of the Executive Board 24 hours in advance to make arrangements for that Executive Board member to sign for the delivery.

Any and all other duties that the IACC by its President and/or Board of Directors may deem necessary.