Evening Caretaker – W. Alton Jones Campus

Reports to: Evenning/Weekend Manager
Assistant Director of Conferences and Special Events
W. Alton Jones Campus

Basic Function: Serves as the primary on-campus representative for customer groups staying overnight at the Whispering Pines Conference Center and social weekend groups at the Environmental Education Center. Caretaker provides direct assistance to customers in a variety of situations including life safety, health and general customer service. They will enforce policies and regulations as designated by the University, division and department. Functions as a liaison on issues of building maintenance and custodial services and perform various other administrative functions. This is a live-in twelve month position.

Illustrative Examples of Duties and Responsibilities:

- Provide on-campus support from 9 PM to 6 AM for customer groups staying overnight at the Whispering Pines Conference Center and weekend groups at the Environmental Education Center by providing direct service to customers for such requests as room lock-outs, lost key cards, additional guest services or information referral services;
- Enforce the laws of the State of Rhode Island and policies and regulations of the University of Rhode Island. Liaison with the University police or local police and fire departments, as needed;
- Monitor physical conditions of buildings on a regular basis and work with the Evening Manager and others on appropriate resolutions. Meet regularly or as needed with staff to discuss facilities issues and work to achieve a positive and safe physical plant;
- Provide on-campus supervision for the property on a rotational basis with the other caretaker for seven evenings a week including weekends;
- Respond to building emergencies (e.g., power outages, plumbing or water service interruptions, floods, fire alarms, trespassers or other similar issues) and either take action as possible or report their seriousness to the appropriate personnel;
- Walk the property each evening to be certain that doors, windows and lights are shut and secured. Observe the grounds for any hazards and correct or report as needed;
- Provide the Evening Manager or Assistant Director with an e-mail report whenever you have assisted a customer and record an entry into the “Caretaker’s Log” to document the problem and your solution;
- Provide check-in for late arriving guests including creating room keys and receiving appropriate payment by cash, check or credit card;
- To perform related work as required.