**Job Description for Resident Caretaker** 7/19/22

Adelphi Friends Meeting in Adelphi, MD requires a Resident Caretaker to begin a one to three year term on Oct. 1, 2022.

Adelphi Friends Meeting has approximately 150 attenders and members in its directory, and around 90 attenders to Meeting for Worship each week (although we are not yet fully back to in-person meetings due to the pandemic). There are two buildings, a meetinghouse, and a renovated 1920 farm house -- called the White House since it is painted white -- which houses four classrooms and the resident’s apartment. The campus also consists of a storage shed, parking lot, a small memorial garden, a child's play area, and picnic area. Lawn care is not the responsibility of the resident, though picking up refuse on the grounds is.

The resident’s apartment on the second floor of the White House is a one-bedroom studio apartment, with a small kitchen area, and a bathroom [total area approximately 500+/- sq. ft.] Utilities are included – wifi, gas, electric, water, and a washing machine and dryer in the basement of the farm house.

The resident’s duties are expected to take about 10-15 hours weekly. They include:

* Sorting and distributing mail and phone messages, and emails.
* Scheduling use of the meeting’s facilities using an online calendar tool.
* Light cleaning and housekeeping (in between visits by a regularly scheduled cleaning service).
* Picking up trash on the premises, and taking out trash, recyclables, and compost weekly to the dumpster on campus.
* Serving as ex officio member of House and Grounds Committee, responsible for alerting the committee of any problems with the premises. (House and Grounds meets monthly.)
* Coordinating with repair persons to make appointments and be present for the appointments or ensure that someone else is present.
* Coordinating with maintenance contractors, such as snow removal and gutter cleaning.
* Locking and unlocking doors on Sundays, and making sure the meeting house is in order and as comfortable as possible. This includes turning on AC units in the summer and programming the thermostats in the winter.
* Tracking maintenance and repairs needed, in progress, and completed.
* Ensuring the safety of the premises at all times.

In addition, during the term it is expected that a major construction project will begin (this will not disturb the White House, though). For the resident, the construction process will require interacting with contractors and communicating with appropriate people.

An owner’s representative, as well as a building committee, will be in charge of the construction process, but the resident will be on site and accordingly will intervene from time to time as needed.

Skills essential for a successful residency include familiarity with Quaker processes and values. The resident is expected to be open and welcoming to members and attenders as well as visitors, neighbors, and contractors: the resident is a representative of the Adelphi Friends Meeting community. Resident’s position is contingent on passing a background check.