



Phoebe
Needles
Center, Inc.

PHOEBE NEEDLES CENTER IS LOOKING FOR A FACILITY CARETAKER

LOCATION:

Callaway, Virginia

JOB OVERVIEW:

Looking for a “Jack-of-All-Trades” who has experience with many varieties of facility maintenance (plumbing, electrical, construction, repairs, landscaping, etc.). Must be able to maintain in good condition and proper working order our facility with 78 acres, 13 buildings, roads, parking lots, hiking trails, playground, swimming pool, etc.

REQUIREMENTS:

Facility Caretaker must be flexible with their hours, able to work responsibly with minimal supervision, able to do a variety of tasks on a scheduled basis, observant and see things that need to be done and take the initiative to do them, able to take care of crises situations when they arise, and be able to work well with a team.

Facility Caretaker must be a good communicator and be able to work with the Executive Director to set work priorities for each week, month, and quarter, be able to check emails regularly and be proficient with Google Calendar use to help keep track of scheduled meetings, rentals, and events, and be comfortable with documenting and keeping records of repairs and maintenance to the facility and equipment.

Must be able to work hard physically for extended periods of time on a regular basis and be able to lift heavy objects (50+ lbs) regularly.

WORK EXPERIENCE:

Must have at least 5 years of experience.

WORK HOURS:

The amount of work varies from week to week, and season to season, but averages 20 hours per week normally spread over 3 or more days of the week. Work is mostly during the week, but may require some occasional weekend work time as needed.

EMPLOYER:

Phoebe Needles Center, Inc. (PNCI) is a year-round Camp and Conference Center which offers adult and youth programs, rentals & lodging, catering, and community outreach.

HIRING REQUIREMENTS:

A Phoebe Needles Center Employment Application Form, W-4 Form, VA-4 Form, I-9 Form, Release for Criminal Background Check, Staff Medical Form, and Direct Deposit Form are required of all employees.

COVERAGE:

All employees are covered by Workman's Compensation.

TRAININGS:

PNCI offers several trainings annually that are required for the position, including 1st Aid/CPR/AED training and Safe Community Training.

KEY RESPONSIBILITIES OF FACILITY CARETAKER:Indoors

Setting up tables, chairs, equipment, etc. for groups that use the Center as needed
Setting up outdoor games and equipment for groups
Repairing tables, chairs, furniture, doors, etc.
Changing light bulbs
Changing HVAC filters inside buildings and filters outside in the HVAC units
Cleaning filters on appliances and on units outside such as the walk-in cooler and freezer units
Collecting and hauling trash to dumpsters
Collecting recycling items and placing them in large recycle bins

Outdoors

Picking up litter, sticks, and branches around all buildings, pavilions, playground, stairs, stages, and in roads and parking areas
Washing and sweeping porches, stairs, decks, stage, pavilions, etc.
Keeping the barn area clean and organized inside and out
Keeping Webb Lodge and the campfire area stocked with firewood as needed
Maintaining hiking trails, Stations of the Cross, low and high ropes elements, and yard signs
Mowing grass, weed eating, pruning shrubs and trees, and maintaining grounds in general
Maintaining vehicles, bus, tractor, and golf cart
Changing or adding fluids to vehicles on regular maintenance schedule
Keeping vehicles clean inside and outside
Maintaining implements
Keeping vehicle and implement batteries charged all winter
Maintaining proper chemical levels in swimming pool and cleaning swimming pool of debris
Keeping areas around the pool and in the changing rooms clean
Keeping grills clean and in working order
Filling bird feeders

Record Keeping

Maintaining monthly appliance temperature charts in the kitchen
Maintaining records of monthly/quarterly/yearly maintenance and safety checks
Maintaining records of safety equipment, HVAC units, water systems, and electrical systems

Other

Helping trouble shoot issues with the facility
Contacting repair companies for pricing
Setting up appointments for building and vehicle maintenance and repairs
Painting and light construction
Running errands for the Center

Assisting with programs, rentals, and events as needed
Assisting with catering needs as needed
Other things as needed to help keep the PNC fully operational

WORK ADDRESS: 732 Turners Creek Road, Callaway, VA 24067

TELEPHONE: 540-483-1518

EMAIL: info@phoebeneedles.org

5.14.2025