



Property Caretaker Job Description

Job Title:	DCA Property Caretaker
Reports To:	Executive Director
Employment Type:	Hourly Monday - Friday, 8AM to 2PM
Employment Classification:	Non-Exempt
Hourly Rate:	From \$25/hr

About the Darien Community Association

The Darien Community Association is a non-profit organization that values:

- **Learning.** We offer classes, workshops, speaker lectures and author visits, and we provide scholarships to Darien High School students every year.
- **Sustainability.** We are committed to sustainability by saving thousands of items from landfills every month at the DCA Thrift Shop, by maintaining beehives on our property, and through our daily activities and choices.
- **Green Spaces.** We built a Bird Sanctuary and Nature Trail that winds through four acres of native plants and flowers, we maintain our 100-year-old Greenhouse, and we tend to our formal garden.
- **Community.** This is at the heart of everything we do. We create a strong support network, and we celebrate diversity in our community, our board, and our staff, ensuring that all feel welcome, respected, and included at the DCA.

The Darien Community Association properties include:

- Meadowlands building and grounds (274 Middlesex Road)
- Bird Sanctuary and Nature Trail (274 Middlesex Road)
- Greenhouse (274 Middlesex Road)
- Thrift Shop (996 Boston Post Road)

Position Summary:

The Darien Community Association (DCA) is seeking a reliable and detail-oriented **Property Caretaker** across our four properties. The ideal candidate is proactive, committed to exceptional customer service, physically capable, collaborative, and has a strong sense of pride in their work.

Key Responsibilities:**Open and close the Meadowlands building daily.**

- Activate/deactivate alarm, check security cameras, lock/unlock doors and windows and gates, adjust thermostats, turn on/off lights.
- Walkthrough of property and gardens to check for any issues.
- Ensure all entrances to the house are safe, clear and accessible. Use leaf blower, shovel, salt, etc. as needed.
- Water pots/planters as needed.
- Perform light maintenance duties such as replacing light bulbs, reporting/fixing minor repairs, and touching up paint or fixtures as needed.

Ensure cleanliness of the Meadowlands property daily.

- Act as custodian of the Meadowlands property.
 - In between weekly service by a professional landscaping company, check outdoor areas for any garbage, sticks, or debris; dispose of items appropriately.
 - In between weekly cleanings by a professional cleaning company, maintain cleanliness of indoor areas. Sweep, mop and/or vacuum as needed. Wipe and dust surface areas as needed. Empty garbage bins regularly.
- Keep all bathrooms and kitchens clean and well-stocked.
- Keep closets clean and well organized.
- Perform other reasonable tasks that may be requested to maintain the cleanliness of the Meadowlands property.

Maintain Inventory and Supplies at the Meadowlands building.

- Keep an inventory of the household supplies (e.g., paper towels, toilet paper, batteries, etc.).
- Keep an inventory of the hospitality supplies (e.g., seltzer, coffee, tea, creamers, etc.).
- Shop at Costco or place orders for household and hospitality supplies every 6 weeks (or more frequently when needed). Schedule the shopping trips in advance, include them on the master calendar, and alert the rest of the team during weekly status meetings.

Provide Support for Classes, Programs, and Events at the Meadowlands.

- Regularly review the master calendar to keep track of all classes, programs and events.
- Attend weekly status meetings to discuss upcoming classes, programs and events.
- Meet regularly with teammates to review details about and specific needs for individual classes, programs, and events.
- Set up the room(s) for each class, program and event based on agreed-upon details.
- Break down the room(s) after the event. Clean the room and any linens that were used.

Provide Support at the Thrift Shop, Greenhouse, Nature Trail.

- Support the Thrift Shop, Greenhouse and Nature Trail as requested by the team and discussed in our regular/weekly status meetings. For example:
 - Help with set-up and break-down of the annual Greenhouse Plant Sale every May.
 - Help with set-up and break-down at the Thrift Shop when participating in the town Sidewalk Sales each July.
 - Help with set-up and break-down of the Halloween event on the Nature Trail every October.

General:

- Maintain a professional and courteous demeanor with members, guests, and coworkers.
- Deliver a positive impression as guests are welcomed into the DCA.
- Respond to e-mails, calls, or text messages in a timely manner.
- Observe all safety procedures, regulations, rules, and instruction in performance of job duties.
- Be open to the potential to work flexible, additional hours which may include early mornings, evenings, weekends, and holidays based on programming and event schedules.
- Follow policies and procedures as outlined in the DCA employee handbook.

Qualifications:

- High school diploma or equivalent preferred.
- Valid drivers licence required; access to a vehicle with large trunk or cargo space is a plus.
- Prior experience in event setup, janitorial work, or maintenance is required.
- Must have the ability to stand, climb, bend, and lift objects of up to 40lbs for extended periods of time.
- Must adhere to DCA attendance standards.
- Must have basic computer skills.
- Must have basic math skills, and be good with numbers.
- Must have the ability to understand and carry out oral and written instructions.
- Must be self-motivated and demonstrate proactive awareness by identifying and addressing cleanliness, maintenance, or safety issues before they escalate.
- Must have positive communication and interpersonal skills.
- Strong attention to detail and time management and efficiently perform the job productively.
- Maintain reliable transportation to travel between assigned properties and job sites during the workday as scheduled.

Working Conditions:

- Indoor and outdoor work environment.
- Frequent lifting, bending, pushing, pulling, and use of ladders or step stools.
- May require exposure to cleaning chemicals and equipment noise.

Physical Demands

- NA (Not Applicable)
- Seldom (1-10% of the time)
- Occasional (10-30% of the time)
- Frequent (30-70% of the time)
- Constant (over 70% of the time)

Activity	Frequency	Activity	Frequency
Sitting	Seldom	Climbing ladders	Occasional
Standing	Constant	Working at heights/balancing	Seldom
Walking	Constant	Bending/twisting at waist	Frequent
Lifting <15#	Constant	Crawling	Seldom
Lifting 15-50#	Frequent	Reaching above shoulder	Frequent
Lifting >50#	Seldom	Repetitive hand/arm movement	Occasional
Carrying <15#	Constant	Handling/Grasping	Constant
Carrying 15-50#	Frequent	Fine finger manipulation	Seldom
Carrying >50#	Occasional	Seeing	Constant
Pushing/Pulling	Frequent	Hearing	Constant
Climbing stairs	Frequent	Talking	Frequent

The above statements are intended to describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties and skills required.

How to Apply

Interested candidates should submit a resume and a brief cover letter to careers@dariendca.org with "Property Caretaker" in the subject line.

Equal Opportunity Employer

The DCA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.