

Wyck Association
CARE TAKER JOB DESCRIPTION

JOB TITLE: Resident Caretaker(s)

SUPERVISOR: Executive Director

SALARY: Abatement of Rent

BACKGROUND:

The mission of the Wyck Association is to preserve and interpret Wyck, one of America's most authentic historic sites, to engage learners of all ages, and to strengthen our neighboring community.

Wyck is a National Historic Landmark house, garden, and farm located in the Germantown section of Philadelphia. Wyck's programs reflect the family's passion for education, Quaker simplicity, and natural history and horticulture. Wyck is committed to enriching and strengthening community life.

JOB PURPOSE: As part of the staff, the Caretaker(s) provide oversight and security for the Wyck house and outdoor property during non-business hours and Saturday afternoons during tour season; provide indoor and cursory outdoor maintenance and cleaning; serve as host and guide for the visiting public; represent Wyck when in contact with members of the community/neighborhood; communicate household and grounds maintenance/community/security issues to the Executive Director; serve as the first responder for onsite emergencies occurring during non-business hours or when so designated in the absence of the Executive Director; may be designated by the Executive Director as a liaison with utility and maintenance providers.

In exchange for abatement of rent, Caretakers are required to sleep at Wyck every night; serve as host or guide during Wyck functions several times per year; provide visible presence on Saturdays from 11:45 AM-4:15 PM during the season that the house is open to the public.

Caretakers have free use of the Caretaker apartment, and use of the grounds, the kitchen, and the pantry. With the exception of the apartment, all other spaces on the Wyck property are public or accessible by Wyck staff. The kitchen is shared with staff and volunteers.

Wyck is a smoke free environment and no pets are allowed. Proof of COVID-19 vaccination is required.

Caretaker Responsibilities in exchange for abatement of rent are:

- Sleep at Wyck every night (or have an approved house-sitter sleep on-site).
- Keep all tenant areas, including kitchen and pantry, neat and clean. Clean the house bathroom weekly. Wash floors in kitchen as needed. Collect and empty trash/recycling from all areas. Put trash and recycling out for city collection.
- Keep the perimeter sidewalks, interior walkways and patios swept and clear of trash and other debris.
- Close and lock Germantown Ave and Walnut Lane gate every night. Walk through property each night to make sure all doors, windows, gates are properly secured.
- Open house on Saturdays and be on-site with guide from 11:45 AM -4:15 PM (April-November) & close house afterwards. This includes opening shutters, putting out signs/flags, and providing back-up for the guide for both security and to welcome new visitors if the guide is giving a tour.
- Clean the first floor and offices according to schedule established in consultation with the Executive Director.
- Inspect and clean public restrooms and Ed Shed. During tour season, restrooms and Ed Shed will be inspected daily and cleaned weekly. More frequent attention may be required during high periods of use.

- Change indoor and outdoor light bulbs (with assistance from staff) when needed and replace batteries in smoke and carbon monoxide detectors each November. Adjust exterior light timers as needed.
- Insure proper operation of and monitor other security devices.
- Be able to offer tours on Saturdays when no guide is available.
- Assist in hosting Wyck events several times per year.
- During Monday evenings in July, set-up chairs, be present for, and put away chairs for Carillon Concerts (Substitution of other staff is possible with advanced arrangement).
- Clear sidewalks and parking area of snow and ice; salt outer sidewalks and use sand on the interior patios as necessary. Wyck owns a snow blower to facilitate this work.
- Monitor dehumidifiers and empty as needed, and inspect basement after heavy rains.
- Act as Wyck's first responder during an emergency after hours
- Survey property regularly for vandalism, damage, theft, etc. and report any issues immediately to the Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Ability to foster a cooperative work environment. Knowledge of the organization's structure, workflow, and operating procedures.
- Ability to solve practical problems and deal with a variety of situations where only limited standardization and resources exist.
- Vigilance about site security, condition, and cleanliness.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee is frequently required to climb and balance eight feet or more, and to talk and hear.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include clear vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee may work in the complete range of outside weather conditions. The employee occasionally works in high, precarious places. The noise level in the work environment is usually moderate. Caretaker(s) must have the ability to climb a narrow, winding staircase to the second floor; those with dust allergies should visit all areas before accepting a job offer.

Wyck is a public site, with programs occasionally happening on evenings and weekends. The grounds are generally open to the public weekdays and Saturdays from 10am to 5:00 p.m.

TO APPLY: Send resume, cover letter, and references to Kim Staub, Executive Director, at kstaub@wyck.org.