

Caretaker at Burke Mountain Club

The stated mission of the Burke Mountain Club (“BMC”) is to unite its community, offer a welcoming space to connect, belong, and collaborate on shared goals for the betterment of Burke and its surroundings communities. Live at a beautiful historic clubhouse at the center of vibrant East Burke Village with its lovely grounds, gardens and surrounded by world-class bike trails, skiing, cultural activities and community.

We are looking for an energetic, positive, thoughtful **Live-In Caretaker** to join the management of BMC to help fulfill its mission. Reporting to the Executive Director, the caretaker will oversee the year-round welfare and maintenance of the buildings, grounds, and manage vendors. The caretaker will assist with BMC’s operations. This role ensures that the facility remains safe, clean, welcoming, and operational for community members, program staff, and visitors. The caretaker resides on the premises to provide convenient support for any urgent facility needs or assistance with after-hours and weekend events. Prior experience in property management and landscaping as well as established relationships within our local community are all pluses. The caretaker should be an effective leader with clear communication skills, be decisive, resourceful, reliable and possess a big love for people and community-building. Couples or roommates will be considered for this Caretaker(s) role. Pets considered but not preferred. Two-year commitment, with opportunity to renew.

Key Responsibilities

Operations Support

- Assist with the opening/closing of BMC as needed.
- Attend and support events whenever possible, and cheerlead for BMC and its activities
- Assist with room setups, equipment arrangement, and event preparation.
- Maintain building supplies
- Support building inspections and vendor visits as needed.
- Communicate facility issues promptly to ED or Trustees and document maintenance activities.

Facility Maintenance & Upkeep

- Perform routine cleaning of common areas, restrooms, meeting rooms, and outdoor spaces.
- Monitor building systems (HVAC, lighting, alarms) and report issues requiring professional service. Conduct and assist with basic repairs.
- Maintain grounds seasonally, such as mowing, snow/ice removal, garden maintenance, and walkway upkeep, and remove trash.

Security & Safety

- Ensure facility is securely opened and closed according to schedule.
- Monitor the premises for safety hazards and implement corrective measures.
- Respond to after-hours emergencies, alarms, or unexpected facility needs.
- Maintain compliance with fire, safety, and emergency procedures.

Community Interaction

- Serve as a helpful, friendly presence for visitors, members, and community users.
 - Provide assistance during programs, events, and rentals.
 - Uphold community center rules and support a safe, respectful environment.
 - Lead as a dynamic, charismatic team player who enjoys being an ambassador
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Qualifications

- Strong communication and interpersonal skills; desire to work with community
- Ability to work independently, take initiative, prioritize tasks, and handle emergencies calmly.
- Physical ability to lift up to 50 lbs, climb ladders, perform manual labor, comfortable with equipment like mowers, weedwhackers, trimmers, clippers etc.
- Previous experience in building maintenance, custodial work, landscaping/garden or facility operations a plus.
- Basic knowledge of plumbing, electrical, HVAC, and general repairs.

Working Conditions

- On-site residence is provided and required as part of the position.
- Flexible and predictable daytime schedule
- Availability during evenings and weekends to facilitate opening/closing BMC for scheduled events.
- Occasional work on holidays and for certain scheduled events (i.e. fall festival, yard sales, music events, etc.)
- Candidate may have a FT/PT job and be successful in this role so long as Candidate is flexible, coordinates well, and understands and supports the needs of BMC.

Benefits

- On-site housing that includes all utilities, heating, electricity, internet, etc.
- Charming, historic private two-bedroom, one bath apartment in the center of village
- Covered parking
- Membership to the club
- Paid time off (two weeks annually)
- Professional and community development opportunities
- No health or retirement benefits offered at this time.

How to Apply

Interested candidates should **submit three (3) things**: a resume, list of references, and a cover letter outlining their experience and desire to be a caretaker at BMC @ burkemountainclub@gmail.com Come in and meet with us. For the right candidate with the right attitude, we will consider all possibilities.

Role Commences: July 1, 2026; **Applications due ASAP and candidate submissions shall close by May 1, 2026.** References/Background Check Req.