

# Lake Edun Foundation, Inc.

## Caretaker Job Description

Lake Edun is principally an agricultural area. The Lake Edun Foundation leases portions of the property for agricultural purposes and assists with our agricultural tasks. As awareness of Lake Edun increases, it is necessary to have a representative on the property for security and to insure members, visitors and guests know what agricultural tasks they may perform and do not abuse the special place we all enjoy. The caretaker will work under the direction of the Board of Directors with advise from the landowner.

1. Responsible for all mowing and grounds keeping. This includes mowing the main meadow, trails, parking area and swimming areas. It includes picking up trash and emptying trash containers.
2. Meet and great all visitors in a friendly manner. Answer questions they may have. Confirm visitor status by checking membership cards. Insure visitors register and solicit donations when they sign-in. Insure guests are with a member, are within the guest policy, and register. For those wishing to assist, suggest agricultural tasks they may perform, if they do not have some in mind.
3. Insure all members, guests, and visitors observe the simple rules of Lake Edun and the Lake Edun Foundation.
4. Perform maintenance and clean-up tasks as assigned. These may include painting; carpentry; trail maintenance, clearing, and trimming; planting; small engine and mower repair; watering; and other tasks/skills as required.
5. Normally, hours will be as follows:
  - a. Monday - Thursday: 11 am until 8 pm with an hour off for lunch.
  - b. Friday - 11 am until 9 pm with an hour off for lunch.
  - c. Saturday - 9 am until 9 pm with an hour off for lunch.
  - d. Sunday - 9 am until 5 pm with an hour off for lunch.
6. Assist in the preparation of Lake Edun Foundation mailings.
7. Insure all equipment owned by either the Lake Edun Foundation or the landowner is properly accounted for and maintained; insure any equipment borrowed and/or used by the Lake Edun Foundation is properly maintained and cared for. The Caretaker may obligate the Lake Edun Foundation for maintenance up to \$50.00 without further authorization.
8. When work days are scheduled or a project is planned, insure we have the proper tools, supplies and manpower for its successful completion.
9. Maintain personal conduct and appearance that reflects the high standards the Lake Edun Foundation seeks to promote. Insure all members, visitors, and guests conduct themselves in a like manner.
10. Advise the Board on other projects you believe should be considered.
11. Other duties as may be assigned by the Board.

**Contact:** Lake Edun Foundation; Box 1982; Topeka, KS 66601  
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