



**Whatshan
Lake Retreat
Society**

Location:
645 Whatshan Lake Rd.
Whatshan Lake, B.C.

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Request for Proposals for Whatshan Lake Retreat Contracted Caretakers

Place:	Whatshan Lake Retreat – 645 Whatshan Lake Rd.
Site Info:	www.whatshan.com
Business:	DHRS#1999 DBA Whatshan Lake Retreat Centre
Closing Date:	March. 23rd, 2018
Starting Date:	April. 15 th , 2018
End Date:	Full Contract to October 2018, negotiated Winter contract
Remuneration:	(as per contract terms)

Description: Retreat Caretaker/s

Duties and Responsibilities:

- **Two person** operation providing maintenance services at the Whatshan Lake Retreat Site. Duties include: cleaning of campsites, cabins and retreat center, collecting garbage, recycling, raking, mowing, ordering supplies, and general upkeep of the site.
- Conduct minor on site repairs as needed. May include plumbing, electrical and carpentry duties, etc.
- Provide security for all guests and attendees
- Coordinate arrivals, onsite and departure activities
- Assist with all duties associated with booking as per delegated by rental coordinator
- Ensure compliance with retreat site operations and safety rules

Contract Requirements: Looking for an adventurous **couple or 2-person team** who have experience in living remotely and caretaking. Extensive on-site periods of time are required especially during times of high turnover (July-Aug). You will be working with bookings scheduled through the rental coordinator as well as coordinating drop-in campers. You must have the ability to: deal with the public in a professional manner, able to handle stressful situations, create a welcoming and friendly atmosphere for people; be physically fit and able to handle physical work (lift and carry up to 50 pounds). Experience with computers and weekly/monthly reporting mandatory as well as current First aid. Must live on site – other options may be available for local residents.

Please submit proposals with a cover letter, resume and references to tammy.veriginburk@gmail.com by March. 23rd, 4:00pm. Only those shortlisted will be notified.