

Boondooma Museum & Heritage Association Inc.

Caretakers Couples Role Statement Brief

GENERAL:

The caretakers are responsible for ensuring the smooth day-to-day operation of the complex, functioning as a historical site, tourist attraction, caravan park, accommodation facility, and cultural centre. During periods when they are not engaged in cleaning or maintenance tasks, caretakers are expected to uphold a professional and well-groomed personal presentation.

RENUMERATION (Allowance):*

\$ 61.50 per day (jointly) - *caretaker is only paid for the days they caretake and relief caretakers are paid in their absence*

\$ 10 per unit cleaning allowance (unit = cabins/vans/archive room)

\$ per person price for tours to be advised.

\$ reimbursement of fuel for town supply trips as per presidents approval

Sole use of the caretakers 2 bedroom furnished cottage free of charge (approx. \$300/week)

Free electricity and free use of landline telephone (approx. \$1,500/year)

COMPLEX OPENING HOURS: 9.00 AM – 4.00 PM - 7 DAYS

WELCOME VISITORS:

- Collect monies from day visitors and campers, recording transactions whenever possible with the EFTPOS machine.
- Issue receipts for campers, including recording vehicle registration and phone details.
- Escort all visitors to the shop to view souvenirs and sign the visitor's book.
- Encourage visitors to use the Tour Guide booklet for their self-guided tour and provide them with the trifold brochure.
- Ensure buildings (excluding the museum) are open before 9.00 AM and locked after 4.00 PM. The museum can be viewed with supervision.
- Offer morning and/or afternoon tea to visitors and provide seating areas for rest and lunch.

PROVIDE TOURS:

- Conduct tours of the complex, offering information that is respectful of and acknowledges traditional owners

CAMP KITCHEN, KITCHEN AND BIG TOP:

- Maintain cleanliness and tidiness in all areas.
- Daily wiping down of kitchen benches and regular sweeping and mopping of the kitchen floor.
- Periodic cleaning of the kitchen fridge.
- Wipe down tables and chairs in the eating area after each use.

OFFICE - TELEPHONE and EMAILS, MONEY MANAGEMENT, etc.:

- Collect and open mail, sharing information with the Secretary and Treasurer via phone.
- Prioritise answering telephone calls.
- Record all messages in the message book and pass them on to the Secretary or the appropriate person.
- Check the Homestead computer daily for requests, confirming with the Secretary if necessary, and responding via email.
- Order supplies from SBRC Ph: 07 4189 9189 (check with President for contact person name).
- Balance cash drawer and donation tins monthly, recording and banking monthly takings if appropriate.
- Record incidents or accidents on an Incident Report form.
- Document complaints in writing and forward them to the Secretary/President.
- Prepare a monthly caretakers' report, including the number of day visitors and campers, group bookings, events, monthly takings with donations listed separately, operational issues, and concerns. Email the report to the Secretary.

HOMESTEAD, MUSEUM, BROWNIES HUT, AND SHOP:

- Dust and sweep the Homestead, Museum, Brownies Hut, and shop weekly.

TOILETS AND SHOWERS:

- Regularly clean and maintain three blocks and cabin ensuite.
- Clean campers' toilets and showers regularly, with toilet blocks cleaned at least weekly or more frequently based on the number of visitors.

CABINS (inc ARCHIVE ROOM AND HOMESTEAD CARAVANS):

- Take bookings, record them in the diary, and print off computer bookings for the folder at the kitchen door.
- Prepare cabins (archive room/caravan) for occupancy, clean after use, and refurbish.
- Wash linen, including doona covers, after use.
- Spray pillows, mattresses, and doonas with disinfectant solution after use. Soft furnishings must be sprayed with as well.
- Wipe and spray all surfaces, including rails and door handles.

GARDENS AND GROUNDS:

- Maintain the historical precinct, heritage gardens, and grounds in a neat and tidy condition.
- Mow and trim using the provided fuel and equipment.
- Check and service equipment before use, signing the diary in the kitchen after servicing.
- Report equipment, repairs, and maintenance concerns to SBRC through Georgia at 07 4189 9189.
- Report grounds or safety issues to Georgia at 07 4189 9189.

MONITOR WATER SUPPLY

- Monitor water levels in tanks.
- Monitor water flow from the bore into the green tank for use in the gardens.

- Bore water is non-potable and should not be used in the shower block or kitchen.
- Pump water from the dam into the green tank adjacent to the Administration building when necessary. This water is used for watering the gardens.

RUBBISH:

- Regularly empty rubbish bins in toilet areas and the kitchen into wheelie bins near the big top. Council officers collect rubbish on Wednesdays.

EVENTS

- Provide assistance leading up to and during events, including taking bookings, preparing cabins, directing stall holders where to set up, and assisting with any reasonable tasks during the event. The two main events are
 - o April – Spirit of the Bush Traditional Australian Country Music Balladeers and Heritage Muster
 - o August – Scots in the Bush – Celtic Festival

CONTACTING COUNCIL

A caretaker may seek approval from the President prior to contacting the council on matters other than routine or administrative issues that typically do not require committee approval. Some examples of situations where direct contact with the council might be warranted include:

1. **Emergency Situations:** Immediate concerns or emergencies affecting the safety or well-being of individuals on the premises.
2. **Health and Safety Compliance:** Questions or concerns related to health and safety regulations that require prompt clarification or resolution.
3. **Public Health Concerns:** Issues related to public health or sanitation that may pose an immediate risk.
4. **Security Incidents:** Reporting or seeking guidance on security incidents that may impact the property or its occupants.
5. **Infrastructure or Utility Emergencies:** Immediate issues with infrastructure (e.g., water supply, electrical problems) that could pose a threat or require urgent attention.

It's essential for the caretaker to exercise discretion and judgment in determining when to contact the council directly, keeping the President informed and obtaining approval when necessary. The President's approval helps ensure that major decisions or communications with the council align with the broader goals and strategies of the committee.

MINOR MAINTENANCE

Caretakers at the Boondooma Homestead are authorised to perform various minor maintenance tasks to uphold the property's condition. In cases of uncertainty or for tasks beyond their scope, caretakers should first contact the President for guidance. It's important to note that the committee organises regular working bees at the homestead, during which volunteers converge on-site, stay in their caravans, and collaboratively tackle various maintenance and improvement projects. This coordinated effort helps ensure that the property is well-maintained and preserves its historical and cultural significance.

** Pricing is at Jan 2024 and subject to change at the discretion of the committee*