

Description of Resident Caretaker Position at Cohen Bray House

Position open

If you enjoy history and are handy at dealing with the problems encountered living in your own old, historic residence, this might be an opportunity for you. The resident caretaker must look upon this historic site as they would their own property. Historic homes are an irreplaceable part of our national heritage. By taking up residence in an Oakland Landmark, a historic house registered in the National Historic Trust, you become a part of its history. As resident caretaker you would become one of the Cohen Bray House's ambassadors to the public for the future.

The caretaker would live in the private back rooms in the house, one room, bathroom and two additional closets on the second floor. They will share access (during program days) to the 1st floor kitchen, and breakfast room. The rest of the house is an Oakland landmark - historic house and study center.

The position does not pay a salary but offers lodging in trade for caretaking duties, with an expectation of working about 13 hours a week on these various caretaking jobs for rent.

The caretaker will be required to;

- to provide security at the house by securing the locks, the alarm system and being a visibly present representative to police, the volunteers, public and neighborhood.
- help maintain the interior and exterior of the house and landscaping the garden as needed
- report to the board contact as needed and at the monthly board meetings
- keep a log of hours of work that was accomplished and what needs to be done
- inform the Board of any job/work expenditures needed above 13hrs, prior to time spent or purchase of items
- help with various events, tours and work parties at the house (usually on weekends)

More information upon request.

The Cohen Bray House is operated by the Victorian Preservation Center of Oakland (VPCO). We are a 501c-3 non profit. Our Mission Statement is

The Victorian Preservation Center of Oakland/ Cohen-Bray House and its historic garden, Oak Tree Farm, is a community resource for establishing and maintaining connections between the past and the present. By sharing its historical collections and grounds with our diverse community of neighbors, local schools, higher learning institutions, and historic preservationists, we allow people to find similarities and bridge differences to create vibrant, healthy communities.

Our website is <http://www.cohenbrayhouse.org>

We are looking for an individual that will enhance our House and help us meet our Mission and goals.

Please send resume, application and references to cohenbrayhouse@gmail.com or 1440 29th Ave. Oakland, CA. 94601 before 8/30/21 when selections will be made..

Cohen Bray house Caretaker Application

Thank-you for applying for the live in caretaker position. *Please use additional sheets for additional info.*

Name _____
Address _____ City _____ Zip _____
Phone# _____ Email _____

1. What experience do you have as a caretaker working / living in an historical house? How long were you there? _____ Why did you leave?

2. Who are your references -2-3 names and contact? Can be added on an additional sheet.

Current landlord _____

Work _____

Past relevant experiences. _____

3. For a rent free status you will be required to work in and around the house for up to 13 hours a week. Does this work with your current situation?

Where are you currently working? _____

What are your duties? _____

How many hours and what days? _____

4. Part of the job is to report to the board regularly as needed and at the monthly Board meeting. We will ask for documentation of hours and tasks. Do you have experience with that? Please explain or show sample

5. Equipment This job is physical. You would be required to carry and lift 50+ lbs (tables and chairs for events) is this a problem? _____

How comfortable are you on ladders?(ie-12ft ceilings- changing light bulbs, clean gutters etc..)

Do you know how to use a gas/electric chainsaw? ___ A g/e/ weed wacker? ___ Fix and install irrigation? ___ Do indoor plumbing ___ (toilet overflowing?) If there was a water emergency, what would you do? _____

6. Housing *You will be doing everything in this house you would do for your own home, trash, clean-up, maintenance and repairs being overseen by a board. You will be sharing the refrigerator and use of the dishwasher and sink. The working gas stove is from 1907. The heating in the house can be a big challenge in winter. There are noises in the night.*

Do you have your own (bedroom) furniture or items you want to bring with you?

Do you own a car? _____ Do you have pets? _____ Do you smoke? _____

Anything else we should know about your living situation?

7. Neighborhood- Fruitvale district of Oakland, California

We work hard to develop a great relationship with our neighbors and our community.

Do you speak Spanish? _____

Do you have a current first aide or CPR card? _____

8. Events happen on weekends, volunteers come to the house two or three days a week and weekends. They work in the house and yard.

You might be required to help with set up, take down, parking and crowd management.

We would train you to be the face of the house and you would learn how to help with the tours and help with the volunteers in the garden time allowing.

What experience do you have being a docent and doing special events?

9. YOU!

How would you describe yourself?

What are your challenges?

What are your strengths?

Are there things you would prefer not to do? Or cannot do?

What things do you like to do in your free time?

Is there anything else you'd like to tell us about yourself?
