



## ROLE OVERVIEW: APPLETON WARDEN

### General and Specific Role Purpose

Be part of the Warden Team which will oversee Appleton Camp site, with particular focus on:

- Continued Restoration of the campsite, its facilities and the natural surroundings.
- Engaging and accommodating campsite users

All Wardens commit themselves to uphold the aims, principles and adhere to the code of conduct for adult members of Scouts South Africa. The Warden role is shared, and so responsibility for oversight and carrying out of particular tasks is shared among team members.

### Functions to be shared by entire team, under direction of Head Warden

1. General Functions (To be attended to by the allocated Warden on duty that day)
  - a. Check guests in and out
  - b. Be available to assist if needed by users of the campsite
  - c. Communicate with campers if there will be no Wardens on site
  - d. Check loadshedding schedule and info campers that there will be no water during loadshedding
2. Daily Tasks
  - a. Assess water levels, valves and taps. Check for no leaks
  - b. Attend to refuse and recycling
  - c. Check septic tank levels
3. Weekly Tasks
  - a. Test and assess all firefighting equipment. Check that the bakkie sakkie is running
  - b. Clean gutters (all rooves and patio of bunk house)
  - c. Post twice on social media platforms
  - d. Removal of refuse produced by Wardens and their guests
4. Pre and Post Campers
  - a. Bunkhouse
    - i. Clean (sweep and mop) the inside
    - ii. Disinfect all surfaces inside
    - iii. Unpack the fridge
    - iv. Check if gas is closed and in good working order
    - v. Sweep the outside area



- vi. Check and ensure campers have cleaned fireplace and removed trash from bin before departure
- vii. Make note of campers who have not cleaned up behind themselves for record keeping and advise responsible adult for that group
- viii. Disinfect and wipe down washing up area on the patio
- ix. Check gas levels of the gas stove

b. Ablution Block

- i. Remove foliage and anything blocking the drains in the shower
- ii. Disinfect and clean toilets (flush after) – with non-Chlorine/beach
- iii. Sweep and mop toilet area
- iv. Clean basin and mirror
- v. Check gas levels

c. Scouter Room

- i. Clean (sweep and mop) the inside
- ii. Disinfect all surfaces inside
- iii. Disinfect and wipe down washing up area
- iv. Disinfect and clean toilets (flush after) – with non-Chlorine/beach

d. Lecture Hall

- i. Sweep the inside.
- ii. Set up WIFI and Projector if needed

- e. Do a litter sweep once campers have left and make sure the campers have taken their refuse with them.

5. To be continuously assessed and attended to when necessary (if not monthly)

- a. Mow Lawn
- b. Change Gate code
- c. Care for tools and other equipment
- d. Repair or replace items as needed

6. On-going projects

- a. Maintain gardens
- b. Attend to Fire-pool
- c. Campsite expansion + Facilitate work parties for campsite expansion
- d. Maintenance of parking area
- e. Relationships with Scouting in Schools Programme and the Western Cape Education Department
- f. Lecture room upgrade and maintenance
- g. Scouter Room upgrade and maintenance



## Head Warden Particular Functions

1. Responsible for facilitating communication between Regional Exco and the Warden team
2. Responsible for keeping financial records and budgets to be submitted to the Regional Financial Representative
3. Responsible for maintaining and stimulating Social Media presence
4. Responsible for dealing with enquiries and communications by prospective campsite users
5. Responsible for leading the Warden Team with weekly meetings where the team will be briefed on projects / goals for the week as well as respective responsibilities / tasks to be completed
6. Responsible for liaising with members of the Mazaar Muslim Society and Lazer Communications when onsite
7. Be responsible for the maintenance of the Google Account to
  - a. Maintain the Gmail inbox for any comms relating to the property
  - b. Maintain the Google Calendar to show the Warden Schedule
  - c. Review the Google Calendar to be aware of users

## Practical Considerations

1. All Wardens (and any temporary assistants) are current adult members of Scouts South Africa and agree to abide by all the policies and procedures of Scout South Africa
2. Any one member of the Warden team is responsible for the campsite at all times
  - a. This person will be in a position to answer the phone on-site or through the app and respond appropriately to any emergencies
3. At least one member of the Warden team is to sleep on-site every night
4. At least one member of the Warden team is to be present to check-in and out camp-site users and be easily accessible in case of emergency
5. The Head Warden is responsible for duty/onsite roster which will be posted to the Appleton WhatsApp group on Sunday for the week from Monday to Sunday.
6. Should none of the Warden team be present or available, a suitable replacement must be arranged and agreed in advance with the Regional Property Representative
7. All expenses incurred in the performance of these duties are to be approved by the Regional Property Representative. All expenses are to be recorded and the till-slips and invoices to be retained and submitted in order to be reimbursed.
8. All Wardens residing in the shared accommodation acknowledge and agree to maintain cleanliness and order in the common areas of the Warden house.
  - a. This responsibility includes, but is not limited to, the kitchen and associated items such as utensils and appliances.



- b. Wardens are expected to promptly clean up after themselves, ensuring a hygienic and pleasant environment for all occupants.
- c. Failure to adhere to these cleanliness standards may result in agreed-upon consequences, as outlined in this contract.
- d. Regular cleaning schedules may be established by mutual agreement among the Wardens to ensure the collective well-being of the household.
- e. By signing this contract, each Warden confirms their commitment to upholding these standards for the benefit of the entire house-sharing community.

## **Financial Arrangements**

1. This is not a paid position.
2. Scouts South Africa Western Cape Region agree to supply the following:
  - a. Housing and basic furniture
  - b. Water and electricity
  - c. Wireless Internet
  - d. VOIP Phone
  - e. Resources for repairs and maintenance within an approved budget
  - f. House Key and Gate Remote (Other property keys to be in the Wardens House)
  - g. Necessary security features
3. In return, each Warden will fulfil the functions listed above and make a donation of R1500.00 per month towards the running of Appleton.
4. The Warden team are responsible for supplying their own transport, bedding, linen, food and other household essentials.
5. The buildings are insured by Scouts South Africa – Wardens are responsible for the insurance of their personal vehicles and possessions.

## **Accountability and Reporting Structure**

1. Accountable to the Regional Property Representative through monthly meetings and other communications
2. Property tasks to be supervised by Regional Property Representative
3. Monthly written reports on the regional property report template

## **Period of Appointment:**

The period of appointment will be within the calendar year. Even if a Warden were to start during the year the renewal process will begin in October of that year for the selection of Wardens for the following calendar year. As such, the period for this cycle will be January 1<sup>st</sup> 2025 to December 31<sup>st</sup> 2025.



## Early Termination

1. Should any Warden be unable to fulfil the full period of their contract, the team leader, in discussion with Regional Property Rep, should nominate a replacement to Exco when giving notice and with sufficient time to arrange a selection and hand-over process.
2. A Warden should give at least one month's notice for voluntary early termination.
3. Should any or all Wardens not fulfil their obligations, the Regional Exco may, after reasonable efforts to resolve the issue, terminate the contract for one or all of the Wardens
4. Should any or all of the Wardens violate the Scouts South Africa Code of Conduct, the Regional Exco may, in line with SSA disciplinary processes, suspend one or all of the Wardens from their duties and terminate their contract after a disciplinary process.