



CITY OF COEUR D'ALENE

PARKS & RECREATION DEPARTMENT

CITY HALL, 710 E Mullan Avenue
Coeur d'Alene, Idaho 83814
208-769-2252 FAX: 208-769-2383

JEWETT HOUSE CARETAKER SOLICITATION

Built in 1917 on two acres by the Rutledge family and located at 1501 East Lakeshore Drive at the shores of beautiful Lake Coeur d'Alene sits the Jewett House. The house was received by the City of Coeur d'Alene in 1978 from the Potlatch Corporation. The primary purpose of the house is to serve as a social and recreational center for senior citizens. Additionally, it functions as a versatile event space for weddings, bridal and baby showers, meetings, and other gatherings, generating income that helps sustain the house. This dual focus not only fosters community connections among seniors but also ensures the financial viability of our programs and services.

The City of Coeur d'Alene is seeking "Caretakers" for a three-year commitment to provide year-round care of the building and grounds. Under the supervision of the Recreation Superintendent, the Caretakers will maintain the Jewett House building and grounds and live in the facility to assist with programs and provide oversight of all events. The city has established the following conditions of appointment.

REPRESENTATIVE DUTIES

Orders and maintains stock of supplies; maintains equipment and materials used in maintenance and repair work; sweeps, mops, waxes, and buffs floors, dusts and polishes furniture and woodwork, empties and cleans waste receptacles, cleans restrooms, washes windows, woodwork and walls. Regularly washes exterior of the home, May to October.

Coordinates with facility users according to house guidelines, sets up onsite meetings and activity rooms and areas, performs minor repair work on buildings, fixtures, and grounds, coordinates activities of outside repair and maintenance, may collect and record donations.

Reports all problems and condition of the facility.

CARETAKING REQUIREMENTS AND PROCEDURES

1. Sole use of the master suite and adjacent restroom upstairs.
2. Gates into the property are to be kept open 8 am to 5 pm daily.
3. House must be opened and closed daily for use by established user groups.
4. Use of kitchen and downstairs living areas when no activities are taking place at the facility.
5. Must be available to oversee weekend events May through September, with flexibility for additional dates possible in October. All weekends have scheduled events one per weekend. With notice, Caretakers may be given one weekend off per month for their own offsite activities.
6. Property to be maintained and kept clean of clutter daily.
7. Any additions to the property; i.e. patio or lawn furniture, etc., must be approved by Recreation Superintendent.
8. Regular onsite parking available for up to two automobiles.
9. Personal gatherings are okay, provided they respect and maintain the established atmosphere and cultural norms of the facility.

QUALIFICATIONS

1. Knowledge of the practices, tools, equipment, and materials used in custodial work, and of good safety practices as applied to custodial work.
2. Ability to perform outdoor maintenance.
3. Ability to operate tools and equipment used in custodial and minor maintenance work.
4. Ability to follow and give written and oral instructions.
5. Ability to work independently.
6. Ability to establish and maintain positive, effective working relationships with others.

CONDITIONS OF APPOINTMENT

The Caretakers work under the direction of the Recreation Superintendent. The Caretakers are not considered employees of the City of Coeur d'Alene, and continued caretaking, is at the will of the Parks and Recreation Department. The Department has established the following conditions of the appointment:

1. Submit to a background and credit check.
2. A married couple with no dependents due to the commitment of time.
3. Other employment obligations must allow one caretaker to be generally available at the house, especially during programming hours.
4. No home occupations may be carried on at the house.
5. No pets are allowed.

COMPENSATION

The Caretakers are provided the free use of specified rooms of the Jewett House as living quarters, as designated by the Recreation Superintendent. Heat, electricity, water, and phone are paid by the Recreation Division. Supplies and equipment for repair and maintenance are also furnished by the Division.

TO APPLY

Submit the following documents, NO PHONE CALLS PLEASE, via email to Jewett_House@cdaid.org, or by mail to City of Coeur d'Alene, Recreation Division, 710 East Mullan Avenue, Coeur d'Alene ID 83814, by **January 9, 2026**:

1. A letter explaining the applicants' interest and qualifications.
2. A resume for each caretaker.
3. A list of appropriate references.

PROCESS

The Parks and Recreation Director and Recreation Superintendent will have final approval in choosing the Caretaker and entering into an agreement for services.