



JOB DESCRIPTION

After-Hours/On-Call Guest Support & Security (Live-In)

Reports To: Vice President
Compensation: \$1,000 per month, plus preferred rental rate for housing
Contract Term: Full Time / April 1 – December 15, 2026 (*Contract may be extended in writing by mutual agreement.*)

Employee Perks:

- Housing is part of the role in an onsite, Private, Furnished 2-Bedroom / 1-Bathroom Cottage on 1 Acre
- Employee discounts on company products and services,
- Year-end staff celebration and gift,
- A length-of-service recognition program.

Position Summary

Burrowing Owl Estate Winery is seeking a reliable and personable **After-Hours Security & Property Caretaker** to live onsite at our winery and vineyard property.

This role provides an overnight, on-call security presence for our 11-room Guest House, Restaurant, and winery operations from **8:00 PM to 7:00 AM**, along with light property maintenance and groundskeeping responsibilities during designated daytime hours, particularly in the summer months.

The ideal candidate enjoys spending summers in the Okanagan and is dependable, mechanically inclined, and takes pride in maintaining a safe, tidy, and welcoming environment. A warm and service-oriented demeanor is essential, as this role interacts with guests who may require assistance outside normal business hours.

Couples interested in sharing this role are welcome to apply.

Key Responsibilities

After-Hours Security & Guest Support

- Serve as the primary point of contact for overnight emergencies
- Maintain an onsite presence from 8:00 PM until staff arrival at 7:00 AM

BURROWING OWL

vineyards

- Respond promptly to after-hours calls, alarms, or guest concerns
- Assist guests in a calm, friendly, and professional manner
- Monitor property for safety, security, and unusual activity

Qualifications & Skills

- Experience in security, facilities, maintenance, or caretaking preferred
- Basic mechanical and handyman skills
- Ability to work independently and exercise sound judgment
- Friendly, approachable, and service-oriented personality
- Reliable, responsible, and highly accountable
- Comfortable living onsite and being on-call overnight

Working Conditions & Schedule

- Live-in position with a private, fully furnished two-bedroom cottage
- Quiet overnight work environment with occasional guest interaction
- Full-time onsite availability from mid-February to mid-December
- Minimal daytime obligations outside scheduled property maintenance

Accommodation & Property Expectations

As tenants of the BOEW Cottage located at **100 Burrowing Owl Place**, there is an expectation that the cottage yard and exterior areas are well maintained as part of the tenancy agreement. The home is located at the entrance to the winery, and its appearance reflects on the property as a whole. Normal weekly duties include

- Weekly lawn mowing and watering
- Weed trimming, garden maintenance, and sweeping walkways
- Maintaining a tidy and orderly driveway and yard
- No parties or large groups staying at the property
- No storage of large RVs, boats, or excess equipment in driveway
- Reporting maintenance issues requiring professional service
- Taking pride in maintaining the overall appearance and functionality of the property

Compensation & Benefits

Monthly Compensation

- **\$1,000 per month** for being on-call and after-hours guest response/security
 - Includes up to 10 after-hours calls per month
 - Calls exceeding 10 per month are compensated at an additional **\$100/call**



- **\$50 per month** cell phone allowance

Housing

- Fully furnished, onsite 2-bedroom cottage
- Preferred rent: **\$1,400 per month** (*Market value: \$1,750 per month*)
- Utilities paid by tenant (*Estimated \$150–\$500 every two months depending on season and usage*)

Additional Benefits

- Occasional approved time off for personal travel (with suitable backup arrangements)
- Company staff discounts
- Opportunity for additional part-time or full-time employment for the successful candidate and/or spouse/partner (wages commensurate with role)

Example: Monthly Financial Illustration

Compensation:

On-Call Security Pay:	\$1,000
Cell Phone Allowance:	<u>\$ 50</u>
Total Pay:	\$1,050

Housing Cost:

Rent:	-\$1,500
Utilities (est.):	<u>-\$ 100+</u>
Total Housing Cost:	-\$1,600

Difference: **\$ 450-550/month** (approximate amount tenant pays to BOV)

How to Apply

Interested candidates are invited to forward their resume and cover letter to:

Kerri McNolty
employment@burrowingowlwine.ca