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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Warden Address)

Dear \_\_\_\_\_  
(Warden name and ID number)

**APPOINTMENT AS WARDEN OF VARSITY HOMES AT**  
**\_\_\_\_\_ (House name)**

**1. Introduction**

We hereby confirm your appointment as a warden of Varsity Homes. Wardens carry responsibility for resident students to create a friendly and comfortable environment in which students are able to pursue their academic objectives and achieve personal growth. Wardens have a duty to see that the rules of the residence are adhered to, to maintain good order and to ensure that the student homes are well-run. The warden report directly to the Manager of Varsity Homes. The current incumbent is Shane Whittaker.

**2. Duties and Responsibilities**

You will be responsible for all administration connected with the student home. The warden's duties include the following:

- Ensure tenants complete and sign lease agreements before moving in.
- Issue tenants with keys/remotes and ensure keys/remotes are returned when moving out.
- Ensure Tenants sign inventory list when moving in.
- Help look for new tenants if there are empty rooms.
- Keep up to date inventory lists of all bedrooms, kitchen and common areas.



- Check inventory of rooms when tenants move out.
  - Brief students on house rules and make sure the rules are followed
  - Monitor visitors and report any unauthorized sleepovers.
  - Attend to any student concerns and report to management.
  - Report any water leaks to management immediately.
  - Check unnecessary electricity usage e.g.: lights on etc.
  - Check Garden boy's duties (condition of Garden and property in general)
  - Check maid duties (Cleanliness of house)
  - Make sure all refuse bags are placed at front gate for municipal refuse removal
  - Monthly room inspection for damages and unauthorized electrical appliances
  - Take Electricity and Water Meter Readings and send to Gerald (1st day of month)
  - Attend bi-weekly digs review meetings with Shane
- Any further duties assigned by the Manager from time to time.

### 3. Compensation

The warden will be paid between R1,000 and R2,000 based on performance. The performance will be measured according to the duties and responsibilities under section 2 and is entirely subject to the discretion of the Manager. As a guideline an average performance will attract R1,500. The warden will be paid by EFT on the 25<sup>th</sup> of every month to their nominated bank account.

### 4. Termination

This contract can be terminated by 30 day notice by either party.

\_\_\_\_\_  
MANAGER– MR S WHITTAKER

\_\_\_\_\_  
Date

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
Date