

## **Zorro Development Corp**

49 Zorro Ranch Road  
Stanley NM 87056

---

### **Responsibilities include but not limited to**

- Accounts management & budget control
- Staff & contractor management
- Purchasing for both household and ranch needs
- Livestock oversight
- Record/Inventory keeping
- Knowledge of HAVAC, RO & Communication systems
- Maintenance oversight of main residence & outer buildings
- Light cooking
- Knowledge of Windows & Mac computers programs
- Prepared to work extra hours when principle is in residence
- Min 5 years working in similar situation
- Pool & Spa maintenance
- Liaise with State & Federal agencies
- Driving of Principle & Guests
- Knowledge of Ranch work & needs

### **Overview**

Background check required, upon signing forms, completed usually within 3 weeks

Confidentiality Agreement required to be signed

Employment Package required to be signed

Live in position, as of date unfurnished housing (Red House Ranch Central)

Medical provided – United Healthcare

12 holidays per calendar, list provided. If principle/guest visit, holiday given in lieu

2 weeks vacation after 1<sup>st</sup> year

Food & Uniform provided during principles/guests visit

Vehicle provided for Business/Ranch work



