

Ripley County Parks and Recreation Caretaker Job Description

The Caretaker is responsible for these aspects that pertain to the facilities at the Park.

1. Daily checks of the grounds for leaves and limbs, trash, vandalism, and other considerations for the appearance and cleanliness of the buildings and grounds.
2. Daily checks of the playground equipment, and the maintenance and cleaning that are required to keep the area safe.
3. Daily checks of the three restrooms; cleaning the restrooms, as needed, but not less than once per week.
4. Upkeep and maintenance of all buildings and barns, including the grandstand and the livestock and equine facilities. (Report major changes and/or repairs to Park Manager.)
5. Have buildings cleaned and setup and ready for rental. (May have to be present to provide access, at times.)
6. Check buildings following rental to determine if the rental deposit should be refunded.
7. Keep the grass mowed and weeds trimmed. (This includes the adjacent 'Skinner Property'.)
8. Perform some landscaping, as needed. (May include grass seeding, tree, and shrub planting.)
9. Monitor and repair anything that may cause a safety concern. (Report major repair needs to Park Manager.)
10. Use required and proper safety equipment.
11. Maintain Park equipment. (This may be accomplished with the aid of the County Garage.)
12. Empty trash receptacles on Monday, then empty, as needed, during the week.
13. Keep a daily activity log.
14. Remove snow in the winter. (This may be accomplished with the aid of the County Garage.)
15. Supervise persons from the County Jail, or others, on 'community service' work details.
16. Be available during horse racing events.
17. Be available during the County Fair. (The 4H Corporation assumes most of the cleanup duties that week.)
18. Be available during the FARM Antique Show.
19. Report activities and needs to the Park Manager, and meet with the Park Manager to set up work priority schedules.
20. BE KIND, COURTEOUS, AND HELPFUL TO PARK VISITORS.