

## Caretaker Position Summary

This position is for a caretaker at the Queen Anne's County 4-H Park. This is an unpaid position where the caretaker will be provided a residence rent free on the 4-H park grounds with heat and electricity paid for by the 4-H Park Board. In return for the rent-free residence, caretaker will be responsible for the duties in the job description. The caretaker will be responsible for personal telephone, internet service and additional insurance at their residence if desired. No pets are allowed. Additional occupants are allowed at the residence if approved by the Park Board beforehand.

## Caretaker Job Description

Meet groups renting or using the park to ensure areas that they are using are accessible and check on the condition of the facilities after they leave.

Mow all grass from April thru October, earlier or later if necessary.

Spray weeds

Winterize facilities in late fall/early winter

Report any repair, replacement or maintenance needed throughout the premises to the Park Board

Maintain an adequate supply of light bulbs, paper towels, toilet paper etc...

Order fuel as needed and document preventative maintenance performed on 4-H park equipment.

Remove trash and debris from grounds as needed

Report monthly to the Park Board a log or checklist of items completed as required by the Park Board

Attend 6 Park Board Association meetings per year.

Work for the Queen Anne's County 4-H Fair 3 days prior to fair week, during fair week, and 3 days after end of fair? Duties include managing set up, tear down, and clean up. (This is a position paid for separately by the Fair Board).

Other duties as assigned by the Park Board.

## Caretaker Application

### Applicant

Applicant Name (print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers Home \_\_\_\_\_

Mobile \_\_\_\_\_

**Employment Information**

Employer \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

Dates Employed \_\_\_\_\_

**Co-Applicant Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

Dates Employed \_\_\_\_\_

**References – No family**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Applicant Personal Information**

**Emergency Contact**

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a sex crime? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you eligible to work legally in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you operate equipment? (tractor/mower) Yes \_\_\_\_\_ No \_\_\_\_\_

Can you do general maintenance and repairs? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to lift 50lbs regularly and 100lbs occasionally? Yes \_\_\_\_\_ No \_\_\_\_\_

**Skills and Qualifications**

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Please add any information you feel would be helpful

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**Authorization**

I/we authorize the Queen Anne's County 4-H Park Association, Inc., to perform inquiries they deem necessary for performance of the duties of Caretaker for the Queen Anne's County 4-H Park. I/we understand that this position is offered by the Queen Anne's County 4-H Park Association, Inc. and is not affiliated with Queen Anne's County governmental agencies.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Applications must be received by August 25th , 2017**  
**Please attach resume with previous employment information.**  
**Questions – Call Willie Jarrell 410-490-7146**

**Return Application to:**  
Queen Anne's County 4-H Park Association  
715 Hayden Road  
Centreville, MD 21617