

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

Please add any information you feel would be helpful

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 July 1, 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
P.O. Box 299
Centreville, MD 21617