

Groundskeeper Job Descriptions

1. **General maintenance of property**
 - a. Mowing, Shredding & Weedeating
 - b. Trash maintenance
 - c. Spraying of fence lines
 - d. Pesticide for ant control
 - e. Arena upkeep (includes watering & working up arena)
 - f. Limited equipment maintenance (WCYF will provide all equipment & tools)

2. **Janitorial duties**
 - a. Maintain restroom facilities
 - b. Concession area
 - c. Announcers stand
 - d. Stalls
 - e. Maintain main building & gym
 - i. Sweeping, mopping, & vacuuming floors
 - ii. Care & cleaning restrooms in building & gym

3. **Security**
 - a. Locking & unlocking facility for a leased event or any activity (4-H, Directors meeting, etc.)
 - b. Availability to Lessee as needed
 - c. Securing facility before and after an event (lights, water, electricity, and gates)
 - d. Periodic checking of grounds for vandalism and appropriate behavior of guests
 - e. Assume responsibility for securing & receiving leases and money when needed

4. **Hours**
 - a. Flexible, but caretaker is required to be available evenings and on weekends (including Sundays) with some exceptions being understood
 - b. Must contact office for reasonable request of absence
 - c. During work week, Monday-Friday, must communicate with office personnel for instructions and any free time needed

5. Must be able to communicate and get along with public (which will be all types of personalities)

6. Home will be provided with a fenced in yard for all pets. No dogs will be allowed to roam freely on grounds.