

## Campground Attendant Job Description South Sabula Lake Park

### 1. Job Duties.

- A. Attendant is responsible for the registration of campers at South Sabula Lake Park. Attendant shall collect all camping fees and maintain accurate records of campground use, which includes entering registration information into provided JCCB computer. This must be completed at a minimum of once daily and twice daily on holiday weeks. Attendant shall assist campers in locating camping sites, providing information about the campground, and assuring that the campground receipts are filled out correctly. Attendant shall present all campground receipts to the JCCB Director or representative on a weekly basis at a site to be determined by the JCCB Director.
- B. Attendant shall maintain the shower building within the campground. Notify Park Rangers when supplies are running low but before they are depleted. These facilities will be cleaned daily including the following:
  - 1. Debris, paper, and other litter will be placed in the refuse containers.
  - 2. Floors, toilet seats and bowls, urinals, shower stalls, and sinks shall be scrubbed with disinfectant chemicals. All mirrors shall be cleaned daily with a window cleaner. All walls and other areas shall be scrubbed and cleaned as needed.
  - 3. Toilet paper supplies should be checked at least twice daily and restocked as needed.
  - 4. All cobwebs, insect debris, or other items will be removed as needed.
  - 5. All hazardous material such as broken glass or sharp objects will be removed immediately.
  - 6. All shower stalls shall be scrubbed with an iron stain remover at least once every two-week period.
- C. Attendant is responsible for helping with firewood sales to campers. Park Rangers will pick up firewood proceeds weekly. Notify JCCB staff when firewood supplies need to be replenished.
- D. Attendant is responsible for the general inspection of the campground area. All litter shall be picked up and placed in the waist container. The playground area will be inspected daily for hazardous material and damaged equipment. Camping pads will be inspected daily for hazardous conditions including hanging limbs, broken glass, or other items which may cause harm to visitors or visitor equipment. Bulletin boards will be inspected daily for damage or missing information. Picnic tables will be inspected for damaged legs or boards. Any damaged facilities or items in need of repair will be reported to the JCCB staff as soon as possible.

2. Attendant will provide and live in a self-contained recreational vehicle which shall be placed in the campground area for the entire term of this contract. This recreational vehicle shall be kept in a clean and sanitary manner. Fold down trailers, pickup campers, converted buses, or tents are not acceptable. This recreational vehicle shall be placed at a site designated by the JCCB representative and shall not be placed on the site prior to 1 week before the term of this contract nor is it allowed to remain on the site longer than 2 weeks after the expiration of this contract. Additional length of stay may be approved by the JCCB Director.
3. Attendant shall be present at the South Sabula Lake Park for a minimum of 4 hours per day for cleaning, camper registration, and firewood sales. This will include all weekends and holidays. Attendant is required to stay in the campground during the evening unless prior notice is given to JCCB staff or their representative. Attendant shall conduct a complete tour of the campground area each morning at approximately 9:00 A.M. to register late arrivals and again in the evening at approximately 6:00 P.M. to assist with camper registration.
4. Attendant shall present themselves in a kind and courteous manner to all visitors in the park. Any disturbances shall be reported to the JCCB park rangers. Attendant shall follow all rules and regulations according to State of Iowa and the JCCB. Attendant shall ensure that all campers follow all State of Iowa and JCCB rules and regulations. Attendant shall not conduct any law enforcement activities; however, all violations shall be reported to the JCCB park rangers as soon as possible.
5. Attendant should dress in appropriate manners such as pants, shorts, slacks, or trousers, and shoes. Attendant is not allowed to consume alcoholic beverages while on duty nor present themselves in a manner unbecoming of their position nor to discredit themselves or the JCCB.

**Requirements:**

Attendant must be at least 18 years of age, possess a current valid driver's license and successfully complete all background check pre-requisites including driving record, sex offender registry and criminal history.

The campground attendant must have the ability to communicate and interact with people of all ages and cultures. Your personal views should not reflect how you treat park visitors. All visitors should be treated with respect, any form of discrimination will not be tolerated.

Physical exertion is required, including standing, walking, stooping, and lifting (up to 50 pounds).