

CARETAKER JOB DESCRIPTION – August 2017
(not all inclusive)



A. LANDSCAPE

1. Mow grass (everything not part of a hay field)
2. Spray Roundup around trees, buildings and fence lines.
3. Vacuum / mulch leaves.
4. Plant and maintain flower beds not done by outside groups.
5. Weed whip where necessary

B. GENERAL

1. Winterize water lines.
2. Keep horse manure pushed up in bunkers.
3. Call for roll-off for horse manure as needed and load.
4. Assist the fair board with set up/tear down before, during and after fair week – as well as Saturday after fair cleanup day as needed.
5. Lend hand/make list of items needing addressed for work nights.
6. Snow plow in winter as needed.
7. Clean/stock/maintain all restrooms twice weekly.

C. MAINTENANCE

1. Service all equipment – including but not limited to: lawn mowers, trucks, forklift, loaders, skid steer on regular basis.
2. Keep mower blades sharpened and changed regularly.
3. General repairs in all buildings including but not limited to: general plumbing repairs, window repairs, electrical repairs, painting, etc.

D. STORAGE

1. Contact, check in/park all storage vehicles for winter storage, figure contracts and collect money for each item as needed – contact, check out all storage items in spring.
2. Record payments to secretary

E. GROUNDS AND BUILDING RENTALS

1. Get list of rentals from secretary.
2. Customer relations – unlock buildings and show where everything is and reiterate contract obligations and directions to leaves keys where desired.
3. Collect fees for water sales, sewer dumps and/or weekend camping as needed.

F. VACATIONS AND TIME OFF - Negotiable

G. HOURS REQUIRED

1. Generally, Mon – Fri hours are required with an occasional Saturday for a few hours for storage or camper collecting. During winter season, fewer hours are required.
2. Required to attend all regular scheduled board meetings.

H. OTHER DUTIES

1. This list is not considered all-inclusive and there may be other duties added as deemed necessary by the board of directors

To apply, please send resume – preferably via email to: Office@FultonCountyFair.com by August 25, 2017.