

Bartlett Shores Campground

Job Descriptions

Position: Maintenance

Reports to: Director of Park(s)

Hours: Scheduled & On Call

The position of maintenance will include but not be limited to; overseeing the maintenance and care of the Shores properties. Need to be able to perform semi-skilled and skilled work as in regards to maintenance areas of the campground including the grounds and buildings include basic maintenance or repairs using carpentry, electrical and plumbing, and pest control.

List of Job Duties:

- Performs preventive maintenance and emergency repairs throughout the campground
- Verify the state of each site when a guest checks out and return the site to the standard for guest check-ins.
- Works in accordance with verbal and written instructions and works with supervisor or designee to prioritize assigned work requests
- Basic electrical repairs, including replacing fuses, fixtures, switches when necessary
- Performs basic plumbing repairs such as clearing clogged drains, flushing sewer lines, or replacing washers or gaskets
- Operates hand and power tools
- Maintains weekly log of work completed, materials used, time spent, etc.
- Applies fertilizer, pesticides, and herbicides as directed.
- Completes snow removal as needed during winter months.
- Performs routine maintenance on power equipment and vehicles.
- Performs other related duties as assigned.
- Escorting guests to campsites and helping set up electrical, water, and sewer connections (if needed)
- Maintaining trash/ cleanliness of park
- Maintain the park facilities (shower/bathroom/laundry facilities, if applicable).

Required Skills/Abilities:

- Ability to operate various types of power equipment including lawnmowers, trimmers, hedge trimmers, leaf blowers, and other landscaping equipment.
- Ability to use hand tools required for landscaping.
- Ability to follow instructions and complete assignments.
- Extensive knowledge of landscaping techniques and processes.
- Excellent time management skills.

Position: Camp Host

Reports to: Operations Manager

Hours: Scheduled & On Call: with a focus on Evenings, Weekends, and Holidays

The Camp Host responsibilities will include but not be limited to: overseeing the check-ins and check-outs of guests of the park.. The Manager will serve as the point of contact for all guests before, during, and after their arrival at the park. The camp host will welcome all guests in a friendly manner and assist in the best way they can.

List of Job Duties:

- Assist with check-in/check-out and collect payments in compliance with cash handling, credit card processing and accounting policies and procedures.
- Daily/Hourly Audits of Guests on site.
- Welcome all guests in a friendly manner and assist with any questions or concerns during their stay at the RV Park. Help to ensure that all guests have an enjoyable experience while adhering to the park rules.
- Ensure that the arrivals/departures checklist is viewed per shift.
- Perform other duties/tasks as required.
- Escorting guests to campsites and helping set up electrical, water, and sewer connections (if needed)
- Maintaining trash/ cleanliness of park
- Maintain the park facilities (shower/bathroom/laundry facilities, if applicable).

Required Skills/Abilities:

- Be able to work in a fast-paced, high volume environment.
- Be able to work holidays, evenings and weekends
- Have the ability to use oral and written language effectively, and communicate proficiently in English.
- Have excellent computer skills and experience with using reservation and payment software.
- Demonstrate a high level of Guest/Customer Service skills
- Be able to work outside in inclement weather and on uneven surfaces. Be able to lift at least 40 lbs.

Scheduling:

Camp Host Hours are based on Occupancy levels, with the focus being available to assist with guest services when the Operations Manager/Park Director is not on-site.