

DUTIES OF THE CARETAKER OF MANSFIELD TOWNSHIP

DAWSON LAKE PARK

The caretaker will begin his/her duties several days prior to the Memorial Day weekend to ensure the park is ready for use

Labor Day weekend will be considered the end of the camping season and the caretaker duties will cease after the park has been cleaned unless so ordered by the Supervisor or their deputy.

The park should be checked periodically and daily during heavy occupancy.

Any supplies needed such as rakes, shovels, cleaning supplies, etc., should be purchased by the caretaker at Slivensky's Lumber and charged to the Township. The caretaker will submit the bill to the Supervisor or their deputy by the second Wednesday of the month with a breakdown showing how many hours were spent on each job with supplies listed separately.

The caretaker's payrate shall be determined by the Board depending upon any other duties they are asked to perform.

Any serious situations that the caretaker cannot handle should be brought to the attention of the Iron County Sherriff.

GROUNDS: The grounds of the park and parking lot should be kept neat and tidy at all times. Grass should be mowed regularly and fallen trees and branches should be picked up and disposed of in a timely manner.

TRASH: Keep all trash picked up-especially in the beach area. Trash cans should be emptied regularly to minimize the odor and fly problems. The outdoor grills should be emptied of ashes as needed. All trash cans will be emptied on Sunday and trash taken to the trash collector or taken to a site decided by the Board and our trash collector.

WIGWAM: The floor of the Wigwam should be scrubbed monthly. Fireplace ashes should be cleaned out as necessary. The windows of the Wigwam should be washed inside and out early in the season.

TOILETS: The toilets should be cleaned and deodorized weekly. An adequate supply of toilet paper should be made available. Toilet areas should be cleaned and scrubbed as often as needed.

DAMAGE AND REPAIRS: Small repairs such as fixing a broken window, mending fences, replacing door handles, touch-up painting, etc., should be done immediately or brought to the attention of the Supervisor or their deputy immediately. Minor damage should be reported to the Supervisor or their deputy so that appropriate actions can be taken.

The Caretaker, if so desires, can stay at the park and is entitled to a camp site for the duration of the camping season.

THE FOLLOWING RULES FOR THE PARK USE SHOULD BE ENFORCED BY THE CARETAKER:

1. All dogs and cats shall remain on a leash and under definite control by the owners. Animals are definitely to be kept away from the swimming area.
2. No trees should be cut for firewood or any other purpose except by the caretaker or other Township employee.
3. There should be no vehicles of any kind inside the park fence.

The Mansfield Township Board is your employer. If you have any questions about anything pertaining to the park or your position, contact the Supervisor or their deputy for help.