



1874 Ripley County Department of Parks & Recreation

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The Caretaker is responsible for these aspects that pertain to the facilities at the Park:

1. Daily checks of the grounds for leaves, limbs, trash, vandalism, and other considerations for the appearance and cleanliness for the buildings and grounds.
2. Daily checks of the playground equipment, and the maintenance and cleaning that are required to keep safe.
3. Daily checks of the three restrooms; cleaning the restrooms, as needed, but not less than once per week.
4. Upkeep and maintenance of all buildings and barns, including the grandstand and the livestock and equine facilities. (Report major change and/or repairs to Park Manager.)
5. Have buildings cleaned and setup and ready for rental. (May have to be present to provide access at times.)
6. Check buildings following rental to determine if the rental deposit should be refunded.
7. Keep the grass mowed and weeds trimmed.
8. Perform some landscaping, as needed. (May include grass seeding, tree, and shrub planting).
9. Monitor and repair anything that may cause a safety concern. (Report major repair needs and concerns to Park Manager).
10. Use required and proper safety equipment.
11. Maintain Park equipment and maintenance records. (This may be accomplished with the aid of the County Highway Garage).
12. Empty trash receptacles on Monday, then empty, as needed, during the week.
13. Keep a daily activity work log.
14. Remove snow in the winter.
15. Supervise persons from the County Jail, or others, on "community service" work details.
16. Be available during the Ripley County 4-H Fair. (The 4-H Corporation assumes most of the cleanup duties that week.)
17. Be available during the FARM Club Antique Show.
18. Report activities and needs to the Park Manager, and meet with the Park Manager to set up work priority schedules.
19. Help winterize the park. (Restrooms, food trailer, and Farm Bureau Building).
20. **BE KIND, COURTEOUS, AND HELPFUL TO PARK VISITORS!**