



Position Title: Maintenance and Resort Caretaker

Reports to: Cokato Lake RV Resort (CLRVR) - Board of Directors

Posted Date: 03/15/2024

Position Summary:

The Maintenance and Resort Caretaker is a seasonal, full-time position with extended work hours, including being "on call" 24/7 from April 1 through October 31. Responsible for overseeing day-to-day operations of CLRVR, the Caretaker ensures the smooth functioning of the resort, maintains facilities, manages guest services, and upholds safety and security standards. Acting as the primary contact for all stakeholders, the Caretaker embodies the face of the resort, emphasizing strong people skills, professionalism, and conflict resolution abilities.

Essential Job Duties:

1. Maintenance

- a. Buildings and Structures:
 - ♣ Ensure cleanliness of all facilities.
 - ♣ Maintain bathrooms daily; utilize inspection logs.
 - ♣ Set up, tear down, and prepare facilities for events.
 - ♣ Maintain and pump porta-potties monthly.
 - ♣ Clean fish house weekly.
- b. Grounds Maintenance:
 - ♣ Schedule and oversee seasonal groundskeepers.
 - ♣ Mow, trim grass, and maintain landscaping.
 - ♣ Clean and maintain garbage areas, beach, docks, and common areas.
 - ♣ Manage bundled wood sales.
 - ♣ Assist with dock installation and removal.
 - ♣ Ensure safe access and functionality of shop/garages.
- c. Equipment Maintenance:
 - ♣ Maintain resort equipment.
 - ♣ Schedule routine septic system maintenance.
 - ♣ Report and assist with waterline leaks, breaks, and sewer issues.
- d. Pool Maintenance:
 - ♣ Ensure safe pool operations.
 - ♣ Open and close pool area daily by specified times.
 - ♣ Keep pool area clean and well-maintained.

2. Guest Services

- a. Assist with guest check-in procedures.
- b. Be available from 8 AM to 5 PM daily and accessible by phone 24/7 for emergencies during the camping season.

3. Safety and Security

- a. Collaborate with volunteer committee to patrol grounds Friday and Saturday nights until 12:00 AM.

4. Other Responsibilities

- a. Attend board meetings upon request.
- b. Attend management meetings following board meetings or as scheduled with the Board Liaison.
- c. Obtain vendor quotes for repair or replacement items.
- d. Provide the Board with a weekly list of resort issues.
- e. Perform other duties as required.

Qualifications:

- Previous experience in maintenance, hospitality, or property management preferred.
- Strong interpersonal and communication skills.
- Ability to work independently and prioritize tasks.
- Willingness to work flexible hours and be on-call as needed.
- Knowledge of safety and security protocols.
- Basic computer skills.

Physical Requirements:

- Ability to lift and move heavy objects.
- Stamina to perform physically demanding tasks.
- Comfortable working outdoors in various weather conditions.

Application Process:

Interested candidates should submit a resume to the CLRVR Board of Directors at board@cokatolake.com. Please include "Caretaker Application" in the subject line.