ELM POINTE CARETAKER SCHEDULE "A"

Caretaker agrees to perform certain work around the Elm Pointe premises as required to keep the grounds and beach groomed and the buildings clean and in good order. Duties at Elm Pointe may include, but are not limited to, the following:

1. Be helpful and courteous to guests.
2. Keep residence clean and presentable to public.
3. Water, mow, trim, rake lawns, and keep picnic area clean. Change trash can liners as needed.
4. Preparation and care of flowers and all landscaping, including preorder and delivery of hanging baskets.
5. Open/clean bathrooms each morning. If facilities are rented, restrooms stay open until end of event.
6. Will be present for all scheduled events and assist contract holder with facility needs and preparation.
7. Make necessary repairs throughout all Elm Pointe facilities. Consult with Parks Director about equipment or assistance with more difficult tasks and projects.
8. Basic plumbing and carpentry skills preferred.
9. Staying overnight at premises is optional. During all events caretaker must be available at any time. When it is necessary to be away for an extended number of days, make arrangements with Parks Director.
10. Get supplies from Tourist Park supply storage. For other supplies, make a list and arrangements will be made for purchase.
11. Enforce Rules and Regulations throughout property, beach and parking areas. Make recommendations for revenue, rules, repairs and improvements.
12. Events are scheduled nearly every weekend, June-August

02-22