

TOWNSHIP OF STONE MILLS

JOB DESCRIPTION

POSITION TITLE: CENTENNIAL PARK CUSTODIAN

REPORTS TO: C.A.O./CLERK

LOCATION: (VARTY LAKE) CENTENNIAL PARK

DATE: MAY 14TH – SEPTEMBER 10TH 2010

JOB SUMMARY

Under the direction of the Chief Administrative Officer/Clerk and in accordance with Council policy, supervises on a seasonal basis (from May 15th to September 10th approximately) all aspects respecting the operation of Centennial Park. As tenant, it is your responsibility to be in attendance throughout the season to ensure that no overnight camping takes place.

SPECIFIC ACCOUNTABILITIES

1. The Council of the Corporation of the Township of Stone Mills has the right to cancel the contract with the Centennial Park Custodian at any time.
2. The Township supports the Lennox and Addington Swim and Water Safety Program, the Park Custodian is responsible for any extra maintenance required.
3. The Park Custodian must ensure that the beach and grounds are kept clean and tidy.
4. The Park Custodian will be responsible for the care and maintenance of his/her living accommodations for the season.
5. The Park Custodian will be responsible for the care and maintenance of washrooms on a daily basis. And contacting the contractor to pump the holding tanks when required.
6. Hydro will be available only for the Park Custodian's residence/office and the cost paid for by the Township of Stone Mills.
7. The telephone will be available only for the Park Custodian. Installation cost and the rental of equipment charges will be paid by the Township of Stone Mills, and all chargeable messages will be paid by the Park Custodian.

8. The Park Custodian will be responsible for the routine maintenance of park property. (grass cutting will be provided by Municipal Contract)
9. The Park Custodian will be responsible for encouraging day use visitors to recycle.
10. The Park Custodian will be responsible for the removal of garbage from the park property. (expenses incurred regarding garbage disposal will be covered by the Township)
11. The Park Custodian will be responsible for the collection of rates for day use, as established by the Township of Stone Mills, and same to be turned into the Municipal Office on a weekly basis.
12. The Park Custodian will be issued a float of \$50.00, with receipts to be turned into the Municipal Office.
13. The Park Custodian will be responsible for enforcing the rules of the Park according to the "Guiding Principles" document provided and is expected to report immediately to the Municipal Office any incident which occurs contrary to these principles.
14. The Part Custodian is encouraged to call the Ontario Provincial Police should there be a need to do so.
15. The Park Custodian will be responsible for any other custodial duties relating to Centennial Park assigned by the Municipal Council.
16. The Park Custodian will be paid \$300.00 bi-weekly.

I, _____, fully understand my responsibilities as Park Custodian and agree to abide by them.

Date _____ Signature _____

Note: The above statement reflects the general details considered necessary to describe the principle functions and duties required for proper evaluation of the job and shall not be construed as a detailed description of all work requirements that may be inherent in the job.