

## **PAID Caravan Park Caretaker/s POSITION DESCRIPTION**

### POSITION OBJECTIVES

To maintain the Kununurra Agricultural Society Caravan Park and surrounding property in a very clean, tidy and presentable condition. This position can be very busy in the Dry/ Tourist Season (April to October).

### REQUIREMENTS OF THE JOB

The employee shall have a pleasant personality, be trustworthy and honest with sound cash handling and record keeping skills. Be reasonably fit and able to carry out all physical aspects of the job.

Applicants are to demonstrate the ability to effectively communicate, both orally and written and display excellent public relations skills.

The successful applicant may be required to provide or obtain a Working with Children Card and a Federal Police Check. The appointments to the position will not be confirmed until these requirements have been completed and assessed as satisfactory.

### KEY DUTIES/RESPONSIBILITIES

(a) Cleaning and caretaking of the Kununurra Agricultural Society Caravan Park, Showgrounds and Equestrian Centre, excluding the Main Oval and Magpies Football Club Area.

(b) Included in the services to be provided (but without limiting tasks to be performed) are:

- responsibility for taking bookings and accepting fees for the Caravan Park, maintaining appropriate books of account including issuing invoices and receipts for all income received and accounting in an appropriate manner for such funds to the satisfaction of the Ag. Society Committee. Fees received shall be transferred on a regular basis to the Support Officer for banking;
- maintaining the Ag Society Caravan Park in a clean and tidy condition; cleaning the ablution facilities, including the laundry and camp kitchen/s, maintaining the cleanliness of the grounds, removing and disposing of all paper and rubbish from the grounds;
- ensuring that the washing machines and other equipment provided for patrons are cleaned daily and are in good working order;
- replenishing toilet rolls, paper towelling and deodorant pellets;
- maintaining the grounds in a clean and tidy condition, which shall include supervising watering of the lawns and gardens, fertilising, controlling weeds where appropriate, as well as mowing the lawns, pruning bushes and trees as necessary.
- ensuring that the rubbish bins provided are maintained in a good condition, that all signs are legible and that rubbish is not permitted to accumulate within the Caravan Park grounds;
- undertaking minor maintenance, such as changing light globes/tap washers/shower heads, to buildings and other structures within the Caravan Park to ensure that they are kept in good working condition.

- Any maintenance items that are unable to be handled readily are to be reported immediately to the Support Officer and President of the Kununurra Ag. Society, unless delegated to another committee member;
- observing and enforcing the requirements of the Caravan Park & Camping Regulations, Park Rules & Council Policy on behalf of the Shire of Wyndham East Kimberley;
- any other duties related to the Caravan Park as directed by the Kununurra Agricultural Society, or recognised representatives of the Shire of Wyndham East Kimberley.

#### EXTENT OF AUTHORITY

Have direct control over patrons within the Caravan Park and surrounds.

Authority to evict patrons (after consultation with the Ag. Society) should they not comply with directions as per Kununurra Ag. Society and Shire of Wyndham East Kimberley Policies.

Authorised to obtain Police/ Ambulance / Fire assistance if considered necessary.

Authorised to purchase fuel and maintenance related items via a supplied KAS Debit Card (**all receipts** to be given to the Support Officer).

Ag. Society policy is that no person other than caravan park patrons may use the facilities under normal circumstances, but may be allowed at the discretion of the committee.

#### OCCUPATIONAL SAFETY & HEALTH

Comply with the duty of care requirements under the Occupational Safety and Health Act (WA) 1984, ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

Use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc.) in a manner in which you will be properly instructed at induction.

Must, in accordance with Kununurra Ag. Society procedures for accident and incident reporting, report potential and actual hazards and accidents and incidents to the Support Officer and President.

Must co-operate with the employer in the carrying out of your obligations under section 20 Occupational Safety and Health Act (WA) 1984.

#### REMUNERATION

The hourly wage is at least the set Award Rate for this occupation and will include remote area subsidies and benefits. Wages are paid on a fortnightly basis. Superannuation is set at the current prescribed rate, paid quarterly to the nominated fund.

Permanent employees are entitled to four weeks annual leave. Leave is to be negotiated with the Ag. Society Committee and preferably not taken between April and October, with the exception of show week.

A Caretakers site is available for this position as the employees will be expected to reside on site. Caravans, tents and or other accommodation items are not provided.

All power and water costs will be covered by the Kununurra Ag. Society.

A mobile phone will be provided for business purposes only. The caretaker may choose to have the calls diverted through to their own phone, must organise the diversion through their service provider.

Essential tools and equipment and Personal Protective Equipment necessary to fulfil the role is provided by the Kununurra Ag. Society. Sun protection and appropriate footwear to be provided by the employee.

#### **KUNUNURRA AGRICULTURAL SHOW PERIOD**

Every July, the Kununurra Ag. Society host an annual Agricultural Show over a designated Friday and Saturday. The 'Show Period' is the week of the Show. The Caravan Park will be closed to the public during this time to accommodate Ag Show vendors and activities, and may be closed for additional days around showtime as directed by the committee.

The caretaker/s may choose to take leave from the Sunday prior to the show to the Sunday following the show.

If remaining on site, the Caretaker/s effectively become Grounds Staff during the Show Period and will be required to assist the Ag. Show Committee (and volunteers) to host the Show and return the grounds to a suitable standard post Show for the re-opening to the public.

During this time the Caretaker/s will be required to temporarily move to another Caravan Site as the Caretaker's residence is generally used by siteholders during the Show.

Should you want to participate in the Ag. Show events, you are allowed submit entries to any competition or displays during the Show; however, KAS responsibilities take priority during this period.