

INDIAN CREEK CAMPGROUND CONTRACT CARETAKER

EXAMPLE DUTIES, INSURANCE REQUIREMENTS, COMPENSATION

CONTRACTOR (Caretaker/Campground Host) serves an important role as a liaison between park users, the community, and County staff. Specific duties in this role include but are not limited to:

1. Creating and implementing a “working schedule” to maintain a presence in the park for completion of the work identified in this scope at least 5 days every week from the first weekend in April until the last weekend in October (“open season”). Working schedule must include every weekend and all holidays during the open season
2. Wearing a vest and identification card provided by COUNTY while working to assist the public in recognizing CONTRACTOR’s official role.
3. Maintaining a professional appearance. Greeting and assisting visitors and the public in a friendly, helpful, and courteous manner. Answering questions, reminding visitors to register at fee collection station, assisting visitors in selection of a campsite, and explaining applicable rules and regulations.
4. Ensuring that fees are paid by customers, and assisting in collection if necessary.
5. Familiarity with local points of interest and the location of services that might be requested by campers such as towing, groceries, tourist attractions, local events, and churches.
6. Performing routine maintenance of restrooms as needed, but at least once daily. This routine maintenance includes emptying the trash, sweeping the floor, cleaning mirrors, and ensuring that soap, toilet paper, and paper towels are properly stocked.
7. Cleaning campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, cleaning out fire rings, and picking up litter. Each site must be cleaned after every camper checks out and before another camper checks in.
8. Picking up and disposing of trash and litter throughout park; emptying trash barrels as needed.
9. Being observant for issues or potential problems that require attention- this can range from a tree branch that needs to be trimmed to graffiti on a table.

10. Keeping a written report of situations that could affect the health and safety of visitors, and reporting to Facility and Fleet Division staff any maintenance items which need immediate attention.
11. Caretaker must set an example by being a model camper; observing all rules and regulations, and practicing good housekeeping at all times in and around their assigned site. Caretaker shall maintain safe and sanitary conditions around his/her living quarters at all times.
12. Caretaker is not allowed to keep pets in the park. No pet corrals, cages, or similar facilities shall be located on the park property. Gardens and/or cultivation of plants are not allowed in the park.
13. The number of hours spent providing these services shall be at least fifteen (15) per week; more time may be spent at the discretion of Caretaker.
14. All cleaning supplies and materials are provided by COUNTY.

COMPENSATION

CONTRACTOR shall not receive any financial compensation for services rendered under this Agreement.

In lieu of financial compensation, CONTRACTOR will receive the use of a campsite and reasonable utilities at no charge for the duration of the term of this agreement. This includes electricity, water, sewer and local telephone service.

CONTRACTOR acknowledges and understands that CONTRACTOR's use of a campsite will result in possessory interest property taxes to be assessed to CONTRACTOR by COUNTY. Payment of all possessory interest property taxes levied because of CONTRACTOR's use of the campsite during the term of this agreement is the responsibility of CONTRACTOR.

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, Contractor's indemnity obligations under Paragraph 2 of the actual Agreement.

CONTRACTOR shall furnish to COUNTY certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall maintain insurance for all vehicles, including those used as a dwelling, and shall furnish to COUNTY proof of said coverage.



**INDIAN CREEK CAMPGROUND
APPLICATION TO SERVE AS CONTRACT CARETAKER**

For consideration, please submit your completed application to facilities@mendocinocounty.org. The County intends to contract for this role **ASAP** in anticipation of the Park's opening for 2018

Name(s) of caretaker(s): _____

Street Address: _____

City, State & Zip: _____

Phones w/Area Code: _____

Email Address: _____

Number of people who will be residing in the Caretaker Site: _____

No pets are allowed, and the caretaker is required to perform duties at least 5 days a week including every weekend and holiday. Compensation for this contract is in the form of free space rent in exchange for completion of contractual duties. Have you reviewed the example duties, compensation and insurance requirements? _____

Description of Skills & Experiences (attach additional pages if necessary): _____

Specific Interests and/or Hobbies: _____

The contract allowing service as caretaker for this campground requires that you have a camping trailer or motorhome that is in good repair. The condition of your camping trailer or motorhome must be approved as a condition of the contract. Please provide information including the year, make/model, and size of your camping unit:

The County recognizes that in addition to a camping unit, the caretaker may have an additional vehicle for transportation. What additional vehicles would be kept on site: _____

The Park is open from April – October. Are you available to serve during the entire open season? If not, what portion of the season? _____

Other Comments:

Please list three references we may contact about you.

Name: _____ Relationship: _____

Address: _____

Phone: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____

Applicant Certification – Read Before Signing:

I CERTIFY that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I authorize the County of Mendocino to investigate all statements contained in this application and its attachments. I understand that statements made are subject to verification and that any misrepresentation, fraud or omission of material facts may be grounds to deny a contract for services. The submission of this application and its acceptance by the County of Mendocino does not constitute an expressed or implied contract or offer of employment.

I also understand that any award of contract is contingent upon a background check of Applicant(s) through the California Department of Justice

Signature(s) (sign in ink)

_____ Date _____

_____ Date _____