

The following is a list of responsibilities for Big Hart and Raysville Campground Hosts:

▪ **Bathhouse**

Camp Host is responsible for Bathhouses to include the following duties:

- Each Bathhouse should be inspected twice a day, once in the morning and once in the evening. Day use areas should be inspected once daily during off season unless rented.
- Replace toilet paper, soap and paper towels as necessary.
- Thoroughly clean facility to included toilets and showers once a day. Cleaning of these facilities also includes the removal of any spider webs or nest. This could include but is not limited to pressure washing showers as needed.
- Remove trash as necessary from all trash cans and around bathhouse grounds.
- Inspect facility to make sure there are no items in need of repair and report back to Campground Manager.
- Report any needed repairs property to the Campground Manager.
- Keep an inventory of consumable supplies and report needed items to the Campground Manager.

▪ **Campsites**

Camp Host is responsible for a group of Campsites to include the following duties:

- Blow debris from site prior to it being occupied by a guest.
- Clean fire pits and grills.
- Report needed repairs to the Campground Manager.

▪ **Roads**

Camp Host is responsible for the roads within their designated area to include the following duties:

- Blow debris from roads daily.
- Remove any trash as necessary.
- Remove downed trees if able out of the roadway and contact Campground Manager.

▪ **Boat Ramp, Gatehouse, and Entrance Areas**

Camp Hosts are responsible for these areas and should work together to include the following duties:

- Blow debris from roads, parking areas, boat ramp, and dock as necessary.
- Remove any trash as necessary.

▪ **Outhouses**

Camp Host is responsible for the Outhouses within their respective area to include the following duties:

- Each Outhouse should be inspected twice a day, once in the morning and once in the evening.
- Replace toilet paper as necessary.
- Thoroughly clean facility once a day.

▪ **Assisting Guest**

**CAMPGROUND HOST RESPONSIBILITIES
BIG HART AND RAYSVILLE CAMPGROUND**

Camp Host is responsible for checking in to include the following duties:

- Provide guests with information packet provided by the County if guest has booked site either online or on site.
- If site is not pre-booked and available, Camp Host should register guest on the site, provide information packages, collect fees, and issue a receipt.

▪ **Golf Cart, Blower, and other Tools**

The County provides each Camp Host a Golf Cart, Blower and other tools to facilitate their duties:

- When fuel is needed, Camp Host should contact Campground Manager.
- Camp Host are responsible for the proper use of all tools provided.
- Only the Camp Host is allowed to operate the Golf Cart. Golf carts should not be occupied or operated by anyone not approved by the Campground Manager.

▪ **Camp Host Sites**

The County provides each Camp Host with a Campsite:

- Camp Host is required to keep their respective campsite presentable, clean, and free of debris.

▪ **Gate House**

- Duties of working the Gate House are to be shared by the Camp Hosts as needed by Campground Manager.
- Collect cash as needed for Day Use Areas and give receipt to customer.

▪ **Sewage Dump Station**

- The Sewage Dump Station should be inspected once a day by the Camp Host that is responsible for the site where the Dump Station is located.
- Remove any trash and debris as necessary.
- Clean as necessary.

▪ **Day Use Areas**

- The day use areas should be blown daily during peak season. During off season these areas should be blown 2x per week to maintain a clean and safe atmosphere unless rented.
- Day use shelters should be cleaned and blown daily during peak season and 2x per week during off season unless rented.
- Day use gate should be opened at 8:00am and closed at dusk.