

Woodland Campground in Little Sioux, Iowa is seeking a couple or single person to fill our winter caretaker position. Partially furnished housing and internet included.

Job Description: Winter Caretaker Position Responsibilities:

- Conduct security rounds twice daily, logging observations during each round.
- Perform security rounds by driving or walking around each block, inspecting community-owned buildings and equipment for signs of break-ins, theft, or vandalism.
- Daily inspection of the perimeter fence to ensure its integrity.
- Verify proper functioning of the water room heater daily.
- Ensure no unauthorized individuals are living in the park; document suspicious vehicles and take photos if necessary.
- Compile a weekly log report and email it to board members.
- Immediately report any significant concerns to the board and/or Sheriff's department.
- Confirm functionality of streetlights and night lighting.
- Notify the board promptly if unable to complete daily or weekly duties for any reason.
- Always keep a phone handy during rounds or while outside the office trailer.
- Contact property owners if any damage or suspicious conditions are observed on their lots, campers, sheds, etc.
- Perform weekly cleaning and restocking of the clubhouse bathroom and apply ice-melt as needed.
- Clear snow from roads as required to maintain emergency vehicle access.
- Familiarize yourselves with gate entry/exit logs, and regularly review security camera footage.
- Manage office duties including checking mail, monitoring the answering machine, and scanning mail as necessary.
- Be available to grant access to contractors.
- Undertake gate repair if it becomes nonfunctional.
- Execute any other duties as assigned or as required.

This role requires a couple to work collaboratively to ensure the security and proper functioning of the campground during the winter months. If you are organized, attentive to detail, and have a strong sense of responsibility, we encourage you to apply.

Submit resume to office@woodlandlittlesiou.com or submit an application through the website at www.woodlandlittlesiou.com.