

### The Rock Lake United Church Camp Society On-Site Caretaker's Duties

- Provide site security from October 16<sup>th</sup> to May 14<sup>th</sup> of each year during the off-season.
- Prepare for the opening of the Camp & the Campground between May 1<sup>st</sup> and May 14<sup>th</sup> of each year.
- Operate the Camp & the Campground from May 15<sup>th</sup> through October 15<sup>th</sup> of each year.
- Prepare the Camp & the Campground for winter (following guidelines as provided by the Society and standard maintenance practices) between October 16<sup>th</sup> and October 31<sup>st</sup> of each year.
- Provide regular maintenance (including, but not limited to, garbage removal, grass cutting and trimming, beach clean-up, outhouse cleaning, monitoring of camp washhouse and kitchen cleanliness, smoke detector battery replacement, light bulb replacement) and make all minor repairs (including, but not limited to, picnic table maintenance and construction, float and dock maintenance, screen repair and painting).
- Provide water samples (as required) taken from both the wellhead and the kitchen every two weeks as specified by the Ministry of Health and ensure that the Society's Director of Property and Maintenance receives a copy of each result.
- Keep a log (in a bound book) of all events happening with the well. This record must be kept for a minimum of seven years and must include, but not be limited to, such occurrences as tests and their respective results, spot checks, repairs, maintenance, etc.
- In conjunction with the Director - Property & Maintenance ensure that an annual tree assessment to identify and remedy hazard or danger trees in areas of congregation or surrounding buildings is carried out. Ensure that all necessary work is completed before the facility opens each spring.
- Meet with all camp users upon arrival and departure to conduct pre- and post-inspections to ensure the camp is left clean.
- Abide by all published and posted rules that the Society has approved for its Camp & Campground use and ensure that all renters conform to these same rules.
- Ensure that emergency numbers are posted in the Camp dining hall, at the change house on the beach & at the double outhouse close to site #78.
- Perform other duties as may be mutually agreed upon from time to time.