



May 15, 2007

**City of Bowling Green-Parks & Recreation Department  
Caretaker**

Pay Range \$8.00-\$8.50 per hour

This position is responsible for opening facilities for rentals, checking and locking facilities after rentals, providing on-site maintenance for some rentals and assisting renters with questions upon check-in. This is a part-time, temporary position without fringe benefits. Work may involve irregular hours including night and/or weekends. Applications will be accepted Mon-Fri from 8:00 a.m.-4:30 p.m. in the Personnel Department, City of Bowling Green, 304 N. Church St., Bowling Green, Ohio. Resumes alone are unacceptable. For information, call the Personnel Department at (419) 354-6229. Email address: [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org) or go to [www.bgohio.org](http://www.bgohio.org). Applications will be accepting until positions are filled. EEO/AA

Barbara A. Ford  
Personnel Director

**Bowling green Parks and Rec.  
Maintenance Position Analysis**

**12.11.05**

**Facility Caretaker**

**Job Duties:**

- Open facilities for rentals.
- Pre-Rental Facility check sheet.
- Check facilities after rentals.
- Fill out post rental check sheet for every rental.
- Lock facilities after rentals.
- Call Police or other appropriate person or agency for violations in rental policy.
- On site Maintenance person at some Simpson rentals.
- Be the eyes of the Parks and Rec. department while traveling from site to site.
- Help renters with questions about their rental facility upon check in.

**Affected Facilities:**

- Scout Building
- Veterans Building
- Simpson Building
- Rotary Nature Center