

We are looking for one more work camper couple for the summer of 2025 in Grand Lake Colorado from about May 6 to October 5.

We are looking for a front office and a grounds couple, who are friendly, dependable help with their own RV to assist campground operations. Front desk help includes, but is not limited to reservations, checking in guests, running the cash register, and superior customer service. KOA reservation experience is a plus but not necessary. Outside help includes, but is not limited to cleaning cabins, RV sites, restrooms/shower facilities, honeywagon, general maintenance, and overall housekeeping/maintenance. We are all team players and everyone works until the job is done. Must be in good physical health and able to stand for extended periods of time while working.

We are in the heart of the Rocky Mountains just two miles from the West entrance of the National Park., minutes from Grand Lake and pristine hiking, golfing, fishing, and boating. The campground offers 50 RV sites, 14 cabins, and 12 tent sites.

You will work 30 to 35 hours per week, each person. You will be paid \$14.81 (Colorado Min. wage) for the hours you work. Benefits are a free full hook up site, store discount, free laundry, and propane at cost.



MAINTANANCE/GROUNDS SERVICES Job Description

Reports to: Grounds Manager and/or Owner(s)

Position Summary: Responsible for the general maintenance and upkeep of the campground buildings, facilities, equipment, and grounds and escorting and parking assistance of all guests to their sites.

Specific Duties:

Please note: While a basic list of duties is shown, this campground requires a total awareness of the entire property. In Essence, touch everything that is in constant motion on the campground, i.e. if you notice a dirty trash can, wash it, empty it, pick up litter on the ground etc.

- ✓ Perform basic carpentry, plumbing and electrical repairs, and maintenance to campground buildings, facilities, equipment, and grounds as directed by the Grounds Manager and/or Owner(s)
- ✓ Implement daily, weekly, and monthly maintenance and cleaning programs as instituted by the Grounds Manager and/or Owner(s), including weed eating, weed pulling, raking, garbage pickup, recycle, propane pumping, honey wagon services and dumping and various other campground duties and upkeep
- ✓ Comply with all KOA, federal, state, and local safety programs adhering to established guidelines in the operation and storage of various equipment, tools, and chemicals, ensuring your safety as well as that of fellow staff and campground guests.
- ✓ Provide superior customer service by being attentive, responsive, and helpful to all guests needs.
- ✓ Report all guest problems, requests, or complaints to the Grounds Manager and/or Owner(s)
- ✓ This job description is not intended to cover or contain an inclusive listing of duties, activities, or responsibilities. Other duties, activities and responsibilities may change or be added at any time with or without notice.

Expected Results:

- ✓ Campground buildings, facilities and grounds are well maintained and fully operational
- ✓ Projects are completed properly, safely and timely
- ✓ All guests are greeted immediately with friendly, helpful, and professional guest service delivery
- ✓ Demonstration of a positive attitude with guests, management, team members and vendors
- ✓ Promotion of this KOA and the entire KOA system
- ✓ Well-groomed appearance

Job Qualifications:

- ✓ Hear and speak the English language fluently
- ✓ Ability to work nights, weekends, and holidays
- ✓ Excellent customer service skills
- ✓ Ability to maintain confidentiality
- ✓ Ability to work in a fast-paced environment and under pressure
- ✓ Excellent time management skills
- ✓ Accountability for yourself and your actions and ability to take direction
- ✓ Basic knowledge of electrical, plumbing and carpentry skills, as well as propane dispensing
- ✓ Valid driver's license
- ✓ Capable of working independently and as part of a team

Physical Requirements:

- ✓ Must be able to lift up to 50 pounds, lift and carry 25 pounds occasionally and 10 pounds regularly
- ✓ Move, lift, carry, push, pull and place objects weighing less than or equal to 10 pounds without assistance
- ✓ Long periods of standing (80%)
- ✓ Ability to bend, stoop, kneel, crouch and climb
- ✓ Must be able to operate various loud and/or vibrating equipment and maintenance tools
- ✓ Able to work inside and outdoors in various climates and weather conditions and at 8500 ft in elevation
- ✓ Capable of moving safely over uneven terrain

MAINTANANCE/GROUNDS SERVICES

A.M shift duties: (not inclusive, a detailed daily list is kept on the grounds clip board)

- Punch in, grab your radio
- Do a quick bathroom check, tidy up if needed
- Call in to the office the propane percentage on main tank
- Open one lid on each dumpster
- Open fun closet on playground and clean community fire pit if needed
- Empty recycling containers if needed and put in silver trailer
- Restock firewood and ice if needed and periodically through your shift as needed
- Pump out customer RV tanks
- Clean all sites as they depart and communicate to your partner when the sites have departed
 - Rake out site smooth
 - Clean fire pit
 - Pull any weeds
 - Clean picnic tables
- Empty trash containers at the dog park area and make sure bags are available
- Pump propane when needed
- Attend to any repairs that are identified or listed on the Maintenance List in garage or as they arise
- Periodically patrol the campground, answer any questions, help where needed
- As we are a small campground, housekeeping of the cabins, restrooms and main building are a blended responsibility between those working in the office and those working on Grounds as directed by the Managers/Owner.

P.M shift duties: (not inclusive, a detailed daily list is kept on the grounds clip board)

- Punch in, grab your radio and get a shift report from morning Grounds staff
- Check dog park can liners and replace and fill new bags if needed
- Refill firewood and ice as needed throughout shift
- Pump propane as needed
- Escort all RVs to their sites as they arrive, help them park and show them their site and hookups
- Make sure all vehicles are parked in their appropriate areas and not impeding the campground road
- Keep an eye out for vehicles without tags on their mirrors and inform them to hang them
- Attend to any repairs or grounds maintenance as listed on the maintenance list in garage or as they arise
- Grade roads as directed by Managers/Owners.
- Periodically patrol the campground, answer any questions, help where needed
- At closing time:
 - Empty all recycling and put in silver trailer, empty all trash cans and put in new liner,
 - Advise any potentially rowdy campers of quiet hours
 - Check for vehicles with no tags and that all vehicles are parked properly
 - Clean the playground area
 - Turn on outside light to all cabins arriving late
 - Close lids on dumpsters and replace bear bars
 - Return carts to garage and plug in, tidy up garage and close it