

CABIN HOST OPPORTUNITY

This opportunity is located at Cedar Bluff State Park at the Bluffton (Northside) Area.

Duties of the Bluffton Cabin Area Host are as follows:

1. Answer questions accurately concerning the cabin rules, park regulations, and permit sales, following the park operating procedures manual.
2. Assist Park patrons as needed with check in and check out.
3. Make daily checks of the cabins and restroom/shower building to ensure cleanliness, and report maintenance needs.
4. Notify appropriate law enforcement personnel upon discovering any violations. (Cabin hosts are not authorized to enforce any regulations.)
5. Cabin Host site will be clean, neatly kept, and maintained.
6. Cabin hosts shall make all efforts to correct a minor problem. (i.e. plugged toilets, bugs in sink, empty toilet paper, etc.)
7. Cabin hosts shall clean and inspect each cabin after each rental. In times of extended vacancy they should be checked prior to the renter entering.
8. During check out, any damage observed by the cabin host should be noted and reported to the park office.

BENEFITS: Campsite at the Despatch Campground, with utilities - water, electric, sewer hook ups. These items are limited to 2 person(s) and 1 camping unit.

MINIMUM REQUIREMENTS: Individual must successfully pass a background investigation. Additional Requirements are as follows:

- Always be friendly and courteous. Customer service and satisfaction is our goal.
- All persons visiting the cabin hosts must comply with the department rules and regulation.
- Cabin hosts must purchase motor vehicle permits for their vehicles.
- Maintain and inventory all equipment, keys, or other items provided by the Department and return them before the expiration of the working term.
- Abide by all conditions and requirements of any addendum attached or included.
- Violation of the these requirements may result in termination at the discretion by the park manager.
- Extension of the working dates will be at the discretion of the Park Manger.

A campsite with utilities will be provided as long as the host is in compliance with all terms in this opportunity announcement.

For further information contact Brian Haug, Park Manager, at 785-726-3212.

HOW TO APPLY: Applicants will need to complete a KDWPT employment application located at <https://www.ksoutdoors.com/KDWPT-Info/Jobs/Employment-Application-Additional-Info> or at any KDWPT office. Complete applications should be mailed to:

Cedar Bluff State Park
32001 147 Hwy
Ellis, KS 67637

CLOSING DATE: Interested applicants should apply immediately, open until filled.

We reserve the right to conduct a background check on all qualified applicants.

Kansas Tax Clearance Certificate: Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <https://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply.