POSITION ANNOUNCEMENT

CABIN HOST OPPORTUNITIES

This opportunity is located at Perry State Park - Cabins

Duties of the Perry Cabin Host are as follows:

- Answer questions accurately concerning the cabin rules, park regulations, and permit sales, following the park operating procedures manual.
- **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. Cleaning should be done in accordance with a provided cleaning checklist.**
- Advise park staff of any repairs or improvements needed within the cabins and grounds.
- Notify appropriate law enforcement personnel upon discovering any violations. (Cabin hosts are not authorized to enforce any regulations.)
- If a campsite is provided for the Cabin Host, the site will be clean, neatly kept, well maintained and follow all park regulations.
- Cabin hosts shall make all efforts to correct a minor problem. (I.e. plugged toilets, bugs in sink, empty toilet paper, etc.)
- After check outs, cabin should be inspected immediately and any damage observed by the cabin host should be noted and reported immediately.
- Make daily checks of the cabins and the renters to insure compliance with cabin requirements and park regulations,
- Assist with park employees, patrons and other activities as needed.
- Work all required hours that pertain to the contract with additional hours including holidays and weekends as requested by the Park Manager.

MINIMUM REQUIREMENTS: Must be responsible and courteous and pass a background check. Computer skills a plus. **Availability on weekends and holidays a must.**

- 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.
- Develop a working knowledge of all rules, regulations that pertain to the State Parks including but not limited to camping, day us, and vehicle permits etc.
- Maintain and inventory all equipment, keys, cleaning supplies or other items provided by the Department and return them before the expiration of the working term.
- **Abide by all conditions and requirements of the contract and any addendum attached or included.**
- One camping unit per camp host site
• Violation of the aforementioned 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 Manager.

For further information contact Perry State Park at (785) 246-3449 or kdwpt.perrysp@ks.gov

**BENEFITS:** Campsite at the Perry State Park, near the Cabins with utilities – water and electric hook up. These items are limited to 2 person(s) and 1 camping unit. **Position could later include an hourly rate in addition to the site.**

**HOW TO APPLY:** Applicants will need to complete a KDWPT employment application located at [https://www.ksoutdoors.com/KDWPT-Info/Jobs/Occupational-Opportunities](https://www.ksoutdoors.com/KDWPT-Info/Jobs/Occupational-Opportunities) or at any KDWPT office. Complete applications should be mailed to or faxed to:

Perry State Park  
5441 West Lake Rd  
Ozawkie, KS 66542  
Fax Number: (785) 246-0224

**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](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.**