

**San Benito County Historical Society  
Job Duties and Skills**

**Duties**

**County Park Caretaker Duties:**

- Open and close park daily - 7:30 AM to sunset, including holidays and weekends. Secure premises after closure.
- Provide surveillance on the park and report violations of law to Public Works Administration and/or Sheriff
- Be on site for three weekend events at park

**Skills & Requirements**

- Possess and maintain a valid driver's license
- Able to lift 20 pounds
- Able to perform physical activity such as bending, standing and walking
- Maintain caretaker's quarters in clean and neat condition, maintaining the exterior in keeping with the theme of the historical village

**On Site Rental Property Management Duties for Dance Hall and Cottage Bar:**

- Show Dance Hall, Cottage Bar and area to potential renters
- Ensure signed rental agreement, insurance and payment are provided prior to renters' events.
- Ensure clean portable toilets before and after each event.
- Clean and dust Dance Hall and Cottage Bar prior to and after each rental.
- Ensure renters have left rented facilities and departed park by 10 pm.
- Inspect rented facilities for cleanliness after use and calculate deposit refund.

- Possess technology to communicate by email and telephone
- Understand and carries out verbal or written instructions
- Maintain rental paperwork in orderly fashion
- Able to lift 30 pounds
- Implement the set up and take down of tables and chairs for events
- Able to work safely in an environment with cleaning materials and dust
- Demonstrate sensitivity to and respect for diverse populations
- Able to engage and speak with the public in a personal friendly manner
- Prior experience with property management a plus

**Historical Village Maintenance Duties:**

- Mow, water and weed Historical Village grounds as needed.
- Keep village grounds litter free. Empty garbage cans into county dumpster as required
- Provide general maintenance and cleaning of village structures both interiors and exteriors
- Maintain tools and equipment in clean working order.

- Prior custodial experience preferred
- Background in construction trades desirable
- Able to lift 75 pounds
- Able to stand for 4 hours at a time
- Able to perform physical labor such as bending, standing, climbing
- Prior experience operating power tools
- Have a working knowledge of general upkeep and repair of power tools and equipment
- Able to work safely in an environment with cleaning materials and dust

**Village Docent:**

- Plan and lead Village tours for schools, visitors, events, etc.
- Work with outside agencies, groups and individuals providing volunteer assistance
- Keep files of park equipment, tools, displays, donations, etc.
- Make reservations with County for SBCHS annual park wide events
- Be on site representative for the board at Society events at the park
- Open and staff Visitor's center Saturdays 1-4

- Possess technology to communicate by email and telephone
- Understand and carry out verbal and written instructions
- Able to perform physical activity such as standing, bending and walking
- Able to engage and speak with the public in a personal friendly manner
- Knowledge of the history of San Benito County