



Notice of Tender – Groundskeeper

Creston Valley Fall Fair 2026

The Creston Valley Fall Fair is inviting tenders for the role of **Groundskeeper** during the 2026 event. This is a vital operational role that ensures the smooth functioning, cleanliness, and sustainability of the event grounds.

Below are the expectations and requirements for the successful bidder:

Expectations

General Groundskeeping

- Empty all garbage and recycling cans at Waste Stations as required throughout the event.
- Pick up any garbage found on the grounds and in the parking lot area.
- Transport full garbage and recycling bags to the designated disposal area.
- Operate a golf cart or side-by-side vehicle safely and responsibly to assist with tasks around the grounds.
- Represent the Fall Fair and Fall Fair Association respectfully and professionally at all times.

Port-a-Potty Maintenance

- Regularly check and clean the port-a-potties.
- Ensure they remain well-stocked with toilet paper, paper towels, and other provided supplies.

Waste Management & Recycling System

To support the Fall Fair's sustainability goals, the groundskeeper will be responsible for implementing and managing a simple, effective waste-sorting system:

- **Manage two designated waste-sorting stations**, ensuring they remain clean, staffed as needed, and easy for attendees to use.
- **Sort recycling** into appropriate streams (e.g., paper/cardboard, containers, refundable beverage containers).
- **Collect and return refundable beverage containers** to the designated return area.



- Monitor all waste stations regularly to prevent overflow and contamination.
- Ensure clear signage remains visible and functional throughout the event.
- Coordinate with Fall Fair leadership if additional supplies or support are required.

Required Times

- **Wednesday:** 6-8pm to set up Waste Stations and Systems
- **Friday, September :** 1:00 PM to 10:00 PM
- **Saturday:** 8:30 AM to 10:00 PM
- **Sunday:** 2-3hrs during take down to remove recycling and ensure garbage is in appropriate receptacles.
- Flexibility is required to complete garbage clearing and cleanup after attendees leave.

Dates/Times Prior to the Fair

- A volunteer orientation and walkthrough of the grounds will be scheduled prior to the event. Date to be announced.

What We Will Provide

To support your work, we will provide:

- A wagon for transporting cleaning supplies.
- Toilet paper, paper towels, and other cleaning supplies.
- Gloves and garbage bags.
- A side-by-side vehicle or golf cart for use during the event.
- Recycling station signage and sorting guidelines.

Submission Requirements

Please submit your tender, including your proposed compensation, by **May 31, 2026**.

Questions may be directed to: **president@crestonvalleyfallfair.ca**

Thank you for your interest in supporting the 2026 Creston Valley Fall Fair. We look forward to reviewing your tender.