

Abenaki Lodge Attendant:

Essential Job Functions:

This job includes but is not limited to:

- Light the fire in the lodge and start the water.
- Set up register verifying the cash and tickets and inventory on inventory sheet.
- Pull out concessions and products we are selling.
- Being aware of the status of supplies and leave a note and make supervisor aware: tickets, money (change), mitten inventory, food and drinks, etc...
- Responsible for cashing out the register- leaving \$100 in the drawer and doing a report with money in envelope labeled and placed in safe.
- Making sure everything is put away, cleaning done, any notes for the next shift, and set up ready for next day.
- Ski Lodge – Selling tickets, snacks, cleaning, start and maintain fire, maintain supply of firewood, operate grill outside, etc.
- Monitor behavior of guests. Enforce basic behavior rules of lodge: no profanity, bullying, etc.
- Making sure peoples stuff is not blocking doorways or floor space.
- Maintaining order and organization in lodge.
- Stocking fridge and making lists of what is needed.
- Great Customer Service is the most important part of this position!

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Requirements include the following:

- Must be available to work afternoons, evenings, and weekends.
- Ability to work independently and possess traits of dependability, assertiveness, sound judgment.
- Outstanding verbal skills and motivational skills desired.
- Ability to maintain written logs and records of work performed.
- Ability to work constructively and interact professionally with others, and handle difficult situations with tact and diplomacy.
- Current CPR and First Aid Desired.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. This position regularly works outside. This may include walking, skiing, snowboarding and lifting. There will be exposure to inclement weather conditions. You are required to dress appropriately.

To Apply:

Email or mail resume and cover letter to
Christine Collins
Director of Parks and Recreation
parksdirector@wolfeboronh.us
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