

Loud Thunder – Office Attendant

Pay: \$10 per hour

Work Hours: Part-time position (15-20 hours per week) on Wednesday, Friday, Saturday and Sunday from April 2019 – October 2019

Requirements:

Must be 18 years of age or older

Must be knowledgeable of simple computer operations

Must possess good communication skills

Must be able to work with the public in a friendly, customer service orientated manner

Must be available to work on weekends

Must be able to perform minor physical tasks such as taking out trash and cleaning offices spaces, floors and windows

Must be reliable

Preferred skills:

Previous customer service experience

Outgoing personality

Description:

This job will require the individual to arrive on time for scheduled work hours. All cash for the day will be taken and accounted for by office attendant daily. Person will be working with the public on a daily basis, and must always remain professional. Attendant is responsible for taking camping reservations over the phone and in-person. He/she will check patrons into their campsites on a daily basis, and all boat rentals will be taken in-person by office attendant. This position requires light cleaning of the park office on a daily basis, i.e. taking out trash, cleaning floors and windows and wiping down office space surfaces as needed. From time-to-time, Attendant will be responsible to stock concession shelves, and stock the drink refrigerator in the park office.