



Position Description: Admissions Attendant – Bush Lake Beach

Position Title: Admissions Attendant

Date: 2016

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position: To provide exceptional customer service to patrons visiting the facility.

Essential Functions of the Position:

Program Responsibilities:

- Report to work on time
- Opening and closing of the facility
- Greet patrons in a warm and friendly manner while maintaining orderly entrance lines
- Answering questions of patrons and deferring these questions to the Lead/Assist Coordinator on duty when appropriate
- Collecting daily admission and season pass forms, knowledge of the prices and cash handling procedures
- Keeps an accurate count of attendance at the facility
- Posses a knowledge of Rec Trac, including registration of season passes, and group reservations
- Count the cash at the end of the night and fill out the nightly report – accountable for nightly balances
- Providing patrons with the proper forms, such as: group reservations and registration forms etc.
- Collect lost and found items
- Attend all scheduled inservices and trainings
- Thanking patrons and wishing them good day when they leave the facility
- Other duties as assigned

Minimum Qualifications:

- Must be at least 16 years of age
- Must posses excellent customer service skills
- Must have at least one year of cash handling procedures

Desirable Qualifications:

- Experience in a retail job setting