

The Olander Park System

JOB TITLE: Bait and Boat Shop Attendant	REPORTS TO: Community Services Manager
LOCATION: 6930 Sylvania Avenue, Sylvania, Ohio	STATUS: Part-Time; Seasonal

GENERAL DESCRIPTION AND SUMMARY:

Goal of Bait and Boat Shop Attendant is to provide excellent customer service and a safe and enjoyable environment for all patrons.

WORK HOURS:

A flexible work schedule including evenings, weekends, & holidays.

PHYSICAL ASPECTS:

Must possess the capability to operate motor vehicles, lift rowboats, paddleboats, kayaks and paddleboards frequently in and out of water, and to operate a boat with an outboard motor. Must also be physically able to provide First Aid and CPR (Certification training can be provided on the job.)

STANDARD EXPECTATION:

1. To work as a member of the team to achieve a common goal.
2. To promote the mission and core values of the park system.
3. To respect self and others.
4. To abide by park system policies, protocols, and procedures.
5. To conduct self in a professional manner. Remember that you are a reflection of the park system.
6. To attend staff meetings and other training to enhance your skills.
7. To deliver services in a culturally competent manner.
8. To support the park system's efforts in gaining new or keeping existing levies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate cash register.
2. Sell bait and tackle.
3. Rent and launch rowboats, paddleboats, kayaks and paddleboards.
4. Keep an eye on the water at all times, watching for abuse of rental boats and patrons in need of aid.
5. Provide assistance to patrons with their boat rentals.
6. Rake and clean around bait and boat house as needed.
7. Clean restrooms on a daily basis.
8. Maintain accurate account of cash register receipts, moneys, and boat rental tickets.
9. Make proper change for boat and bait shop patrons.
10. Complete daily deposit form and other financial transaction forms completely and accurately.
11. Monitor bait shop inventory so merchandise can be ordered in a timely manner.
12. Perform all other tasks assigned by Supervisors.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Accepting, non-judgmental, positive attitude.
2. Excellent customer service and communication skills.
3. Respectful towards customers, coworkers, and supervisors.
4. Ability to think clearly and objectively.
5. Ability to remain calm under stressful situations and make sound decisions.

MINIMUM QUALIFICATIONS:

Must be 16 years of age or older. Positive, upbeat personality and solid public relation skills.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

APPLYING FOR POSITION:

Interested individuals should submit an application to the Callahan Administrative Office, or apply online at www.olanderpark.com/careers.