

The Olander Park System

JOB TITLE: Front Gate Attendant/Cashier	REPORTS TO: Community Services Manager
LOCATION: 6930 Sylvania Avenue, Sylvania, Ohio	STATUS: Part-Time; Seasonal

GENERAL DESCRIPTION AND SUMMARY:

Responsible for the admission policies and fees for Olander Park and Lake Olander Swim & Beach Facility. Distribute Olander Park Admission stickers to Sylvania School District residents and collect appropriate parking fees from all other Olander Park guests. Inform Olander Park & Lake Olander Swim & Beach patrons of all TOPS rules, regulations, and other information.

WORK HOURS:

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

PHYSICAL ASPECTS:

Must be able to work in all weather conditions. Must be capable of standing for long periods of time.

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. Responsible for proper cash float at Olander Park gatehouse.
2. Responsible for swim admission cash float.
3. Open and secure gatehouse at proper times.
4. Operate cash register.
5. Maintain accurate account of cash register receipts, moneys, admission tickets, and Sylvania School District admission stickers.
6. Make proper change for park, swim & beach patrons.
7. Complete financial transaction forms completely and accurately.
8. Maintain gatehouse and surrounding area for cleanliness and safety.
9. Assist in keeping swim & beach facility safe and clean.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

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

MINIMUM QUALIFICATIONS:

Must be 16 years of age or older. Possess strong mathematical skills. Positive, upbeat personality and solid public relations 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.