



Kiosk Attendant

\$12.00 - \$14.58/hr

Definition

Seasonal, part-time May – September: Under Recreation Supervisor's direction Kiosk Attendant will perform a variety of tasks related to facilities and patrons, reception and cashiering for Cameron Park Lake entry and informing patrons of park use policy, rules and regulations.

Examples of Duties:

- Operates Park Kiosk, which includes cashiering, cleanliness of kiosk, and surrounding area.
- Understands, informs and enforces patron compliance to park use policy, rules and regulations.
- Monitors park reservations during scheduled hours and posts "area reserved" signs as warranted.
- Issues reserved or specified sports equipment to park patrons and collects reimbursable security deposits for equipment use.
- Answers phones and takes messages for park and recreation staff when appropriate.
- Performs other related work as required.

Qualifications:

Knowledge of:

Entry gate operations; money handling; basic property and patron security measures, and public relations.

Skill in:

Cash register operation, counting and making correct change, communicating effectively with the public in person or by phone, working with a wide variety of park patrons, enforcing park use rules and regulations, light gardening, janitorial and maintenance, and following written and verbal instruction.

Ability To:

Perform light maintenance including, but not limited to, bending, light lifting, writing, using cash register or computer, sweeping, raking, watering, minimal bookkeeping and handle sensitive situations.

Other Requirements:

- At least 18 years of age. Must have high school diploma or equivalent
- Experience or education in cashiering, working with the public and light janitorial/maintenance.
- Must have clean and neat appearance. (*Uniform Shirt provided*)
- CPR and First Aid certification.

Pay Rate:

This is a part-time, seasonal position.

Hours may fluctuate, 15-25 hours per week.

\$12 - \$14.58/Hour: Depending on Experience