

TOWN OF HANSON
RECREATION COMMISSION
JOB DESCRIPTION: GATE ATTENDANT

3-17-17

QUALIFICATIONS: High school student or older; ability to perform basic math skills, must be organized and work well with the general public.

DEFINITION: Duties of the Gate Attendant include welcoming guests, collecting fees for daily passes and monthly passes at the entrance. Must be able to log and calculate daily opening and closing financial procedures. Gate attendant is responsible for money collected at the gate each day. Work is performed under the supervision of the Beach Director and/or Recreation Director.

ESSENTIAL FUNCTIONS:

- Guard against fraudulent entry into the Cove Beach Area.
- Ensure all guests entering the Cove have purchased the appropriate resident/non-resident pass and the correct number of passes and cash totals match at the end of the shift.
- Following appropriate procedures and protocol to purchase Cove season and daily passes.
- Handles all monetary transactions and keeps accurate details of all expenses and receipts.
- Completes all required records at the beginning and end of their daily shift
- Remain vigilant for any items not allowed on premise; ie dogs, alcohol, rafts, etc.
- Assists guests with any inquiries they may have in regards to the rules and regulations at the Cove.
- Be flexible to assist others in duties when needed
- Provide support services to the Beach Director and staff as required.
- Perform related duties as required.

MIMIMAL REQUIREMENTS:

- Ability to handle all admission procedures at the gate throughout the day and in reconciling the day's financials at the conclusion of the day with accuracy in counting cash/checks and admission passes processing.
- Ability to communicate clearly and concisely both orally and in writing.
- Knowledge and understanding of customer services and the ability to ensure customer relations and expectations are met or exceeded.
- Ability to work out doors; subject to extremes in noise and temperature etc

- Intermittent standing to assist customers
- Ability to multi-task and deal effectively with interruptions
- Ability to understand, learn, interpret and explain beach rules and regulations and to apply such guidelines appropriately to different situations.
- Must be willing to work flexible hours, including weekends and holidays.