

MANZANITA LAKE CAMPER SERVICE STORE



Job Description

POSITION: Cabin/Camp Host

DIRECT REPORTING TO: General Manager

CLASSIFICATION: Seasonal, Part Time or Full Time, Hourly, Non-Exempt

SALARY: T.B.D.

QUALIFICATIONS:

Required:

- Must be bondable
- Must be at least 18 years old
- Knowledgeable about visitor services and amenities in the park
- Able to reside on-site for duration of season
- Willing and able to work weekends, nights and holidays
- Strong communication skills
- Positive attitude towards campground environment
- Genuine concern for guests camping/lodging experience
- Able to work unsupervised
- Able to follow direction and work in team environment
- Possess a valid Driver's License with clean 3 year record.

Preferred:

- Experience in recreation industry

DUTIES & RESPONSIBILITIES:

- Greets arriving guests, assist with check –in and check out
- Takes an active role in seeing that facilities and equipment are properly maintained and used appropriately
- Cleans fire pits, rake around cabins, work with housekeeping staff to turn over cabins each day as needed (if directed).
- Empties cabin garbage and cabin recycling.
- Cleans and stock restrooms and vault toilets
- Ensures vehicle procedures are followed in the use of assigned vehicles.
- Knows, understands and follows established rules and standards for housekeeping and sanitation.
- Monitors cabin/campground loop and handles any concerns or questions from guests.
- Adheres to the Company dress code while on duty
- Is a friendly and helpful resource to visitors
- Reports problems to park staff as needed.

- Notifies supervisor immediately any time a guest is not 100% satisfied with their experience.
- Be a willing member of TCPC, performing all duties and functions as assigned to the best of his/her ability.

PERSONAL PROTECTIVE EQUIPMENT:

The Camp/Cabin Host will use various office tools and equipment on a daily basis.

Footwear required shall be a work boot or a high quality leather shoe providing ankle support. No open toe sandals or flip flops will be allowed on the job. Protective guards shall be required for all appropriate occasions: including gloves, goggles, galoshes, masks, long pants, and long sleeve shirts according to the nature of the task.

The Camp/Cabin Host will be knowledgeable in the safety practices and standards set by the Company, relative to the work environment he/she operates in. He/she will also make it a duty to assure that all co-workers are working with those same safety practices and standards.

PHYSICAL FUNCTIONS:

Physical requirements: O-Occasional (1-33%), F-Frequent (35-66%), C-Continuous (67-100%)

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|-----------------------------|----------------|-----------------|--------------------|
| 1) Standing-F | 6) Pushing-O | 11) Kneeling-O | 16) Hearing-C |
| 2) Walking-F | 7) Pulling-O | 12) Crouching-O | 17) Seeing-C |
| 3) Sitting-O | 8) Climbing-O | 13) Reaching-O | 18) Depth Percep-F |
| 4) Lifting- O to F 40# max | 9) Balancing-O | 15) Handling-C | 19) Color Vision-O |
| 5) Carrying- O to F 40# max | 10) Stooping-O | 16) Speaking-C | |

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.