



TITLE: Gate Attendant
STATUS OF EMPLOYMENT: Seasonal
SALARY CLASSIFICATION: Hourly – Wage Schedule C
BENEFITS: Participation in the Ohio Public Employees Retirement System

GENERAL STATEMENT OF DUTIES:

To be present at entrance gate at the designated Park assigned during the swimming season and admit only people who have purchased a season pass or who pay the daily admission fee.

To greet park patrons, sell daily admission tickets, season passes, provide information, and assist park patrons.

SUPERVISION RECEIVED:

Reports to the Gate Attendant Supervisor or Park Manager and other designated supervisor.

SUPERVISION EXERCISED:

N/A

DUTIES AND RESPONSIBILITIES:

1. Collects the daily admission fee or verified that each visitor has a season pass and counts each person who enters the park.
2. Sells season passes.
3. Accurately counts money, prepares deposits and makes deposits at the bank.
4. Prepares daily admission and season pass reports and record attendance each day.
5. Keeps the gate house and immediate surrounding area neat and clean.
6. Performs related duties as assigned by the Area Manager or the Gate Attendant Supervisor.

QUALIFICATIONS:

1. **Education:**
Graduation from High School or GED preferred.
2. **Experience:**
Experience in retail sales or public service helpful
3. **Knowledge and abilities:**
 - A. Ability to deal courteously but firmly with the public
 - B. Ability to handle money accurately.
 - C. Customer Service skills; must present a neat and professional appearance.
4. **Physical Requirements:**
Physical condition adequate to perform all related duties and assignments.

CONDITIONS OF CONTINUED EMPLOYMENT:

Must successfully complete a one (1) month probationary period.