



<u>TITLE:</u>	Gate House Supervisor Silver Creek
<u>STATUS OF EMPLOYMENT:</u>	Seasonal
<u>SALARY CLASSIFICATION:</u>	Hourly – Salary Schedule C
<u>FRINGE BENEFITS:</u>	Participation in the Ohio Public Employees Retirement System

GENERAL STATEMENT OF DUTIES:

To supervise the operations of the Gate House including scheduling and payroll, inventory control and revenue deposits, while also performing the duties of a Gate Attendant.

SUPERVISION RECEIVED:

Reports to the Park Manager, or other designated supervisor

SUPERVISION EXERCISED:

To supervise all Gate Attendants

DUTIES AND RESPONSIBILITIES:

1. Supervise the Gate Attendants, preparing work schedules and payroll time sheets.
2. Ensure sufficient and proper change on hand for the following day; accuracy of deposits, and that bank deposit bags are picked up regularly; ensure sufficient supply of money bands, coin rolls and coin envelopes are kept on hand.
3. Make sure the Gate House immediate surrounding areas are clean and neat at all times. Make sure Gate staff is presentable in appearance at all times.
4. Participates in the safety and risk management program of the Park District. Trains employees in all operating procedures.
5. Performs the duties of Gate Attendant and related duties as assigned by the Park Manager, or other designated supervisor.
6. Recruits, interviews and recommends applicants for Gate positions.
7. Keeps Park Manager advised of scheduling conflicts, stock requisition items and all matters related to the safe and efficient operation of the park.
8. Coordinates activities, special use permits, shelter rentals, programs with lifeguard supervisor and staff.

QUALIFICATIONS:

1. **Education:**
High School graduate or GED required. Associates Degree preferred.
2. **Experience:**
Minimum of (2) two years of experience in retail sales or public service preferred.
3. **Knowledge and abilities:**
 - A. Ability to supervise
 - B. Ability to deal courteously but firmly with the public and employees.



- C. Ability to handle money accurately
 - D. Customer service skills; must present a neat and professional appearance.
 - E. Demonstrated emotional intelligence including self-awareness, accurate self-assessment, sensitivity and empathy, openness, reliability, trust and consistency.
4. Licenses:
Possession of a valid State drivers licenses with clear driving record.
5. Physical Requirements:
Physical condition adequate to perform all related duties and assignments.

CONDITIONS OF CONTINUED EMPLOYMENT:

Must successfully complete a (1) month probationary period.