



## ***JOB OPENINGS***

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**Job title:** Outfitter Center Attendant

**Number of openings:** 1

**Location:** Outfitter Center at Lake Catamount

**Duration of job:** Seasonal

**Starting date:** Now- Labor Day

**Days worked:** 5 days

**Weekend work:** Yes

**Supervisor:** Director of Lake Operations

**Pay Rate:** \$15-\$18/hr

Assists members and guests with Lake/Outfitter Center equipment, including pontoon boats and watercraft and retail purchases.

**Detailed job description, including responsibilities, work performed, tools or equipment used, etc.:**

- Answer the phone promptly and transfer calls as necessary
- Provide information to Members/guests regarding upcoming events, equipment and directions
- Greet and direct Members and guests by name when possible
- Verify that Members and guests have signed in to use the facilities
- Ring up rental and retail sales in the register
- Verify that members and guests have signed appropriate waivers when required
- Maintain accurate cash drawer count
- Provide safety instruction to members and guests on motorized equipment usage
- Check that equipment is returned in satisfactory condition
- Maintain and clean Outfitter Center equipment (pontoon boats, kayaks, windsurfers, canoes, Nordic gear)
- Ensure that equipment is in working condition prior to usage (check gas, oil, cleanliness, etc)
- Perform any and all other duties as assigned by the Club Outfitter or Director of Lake Operations

**Physical Requirements:**

Predominately outdoor work involving boats and boating equipment, sometimes in inclement weather, exposed to potentially hazardous conditions on the lake and/or rivers.

**Minimum skills, experience, education and ability required for this job:**

- Customer service oriented; positive, outgoing and professional attitude
- Must be able to effectively communicate in English with members, guests and management
- CPR/First Aid Certification recommended

**Miscellaneous information:**

- This is a non-exempt position