

TEDA, INC.
Position Description

Position Title: RV Park Attendant

Agency: The RV Park at Black Oak Casino Resort

Supervisor: RV Park Supervisor

Salary Classification: Non Exempt

Benefits: 401k, PTO Medical, Dental, Vision (if applicable)

Position Summary:

The RV Park Attendant will be responsible for assisting with the day-to-day operating activities including but not limited to: providing excellent customer service to guests, maintaining cleanliness and safety for the park at all times. Must be knowledgeable of the entire resort and surrounding area to provide accurate information to the guests.

Duties and Responsibilities:

1. Comply with all RV Park operating policies & procedures.
2. Processes check-in/check-out and collects payments in compliance with cash handling, credit card processing and accounting policies and procedures.
3. Pre-register, block reservations and, as appropriate, takes same day and future reservations.
4. Cancel site reservations according to policies and procedures.
5. Welcome all guests in a friendly manner and assist with any questions or concerns during their stay at the RV Park. Help to ensure that all guests have an enjoyable experience while adhering to the park rules.
6. Stay current on shows, promotions and future events within the resort and local area.
7. Attend meetings and trainings as requested.
8. Perform regular inspections of property; recommend maintenance of property and equipment as necessary to the proper personnel.
9. Have proper appearance and a clean and neat uniform.
10. Perform other duties/tasks as required.

Qualifications:

1. Possess high school diploma, GED or equivalent.
2. Exhibit strong customer service skills, organizational skills and attention to detail.
3. Maintain the highest level of confidentiality.
4. Be able to coordinate efficiently and effectively while working in a fast-paced, stress-filled environment.
5. Be able to work holidays, evenings and weekends.
6. Be able to use oral and written language effectively and communicate proficiently in English.
7. Have demonstrable knowledge of computer applications, preferably Microsoft Office applications, reservation systems, and standard office equipment.

Physical Requirements:

This position requires walking, standing, and sitting for prolonged periods of time; climbing stairs, ladders, ramps, etc.; stooping, kneeling, crouching, balancing, crawling, and reaching;

pushing, pulling and lifting up to 50 pounds (with assistance if needed); raising objects overhead; manual dexterity for operation of computer, phones and hand tools; hearing, talking and good verbal and written communication skills; repetitive motions of the wrists, hands, and fingers; subject to outside environmental conditions of heat and cold; walking on uneven ground.

Indian Preference:

Preference in filling vacancies shall be given first to qualified Voting Tribal Members and then to Native Americans as provided for in the Indian Self-Determination and Education Assistance Act P.L. 93-638. Documentation for claiming preference must be provided with the application for consideration. Other than the above, TEDA, Inc. and the Tuolumne Me-Wuk Tribe are equal opportunity employers.

Pre-employment Requirements:

Employment is contingent upon pre-employment background and drug test results.

Approved: 5.31.17