

SOUTH WINDSOR PARKS & RECREATION DEPARTMENT

Gate Attendant/Vendor

Job Description

General Description

The Gate Attendant is responsible for handling all patron admission, as well as serving as a resource for our guests. While on duty, the Gate Attendant should be able to present a professional image, carefully process monetary transactions, and be able to adapt to a changing environment. The Vendor is responsible for all snack related transactions in the Snack Shack. While on duty the vendor should be able to present a professional image, carefully process monetary transactions, and be able to adapt to a changing environment. The Vendor is in charge of all Snack Shack inventory. The Gate Attendant/Vendor will work with the Supervisors and all other VMP Staff.

Supervision

Work is performed under the direct supervision of the Pool Director and overseen by the Recreation Supervisor at the South Windsor Recreation Department. In the absence of the Pool Director, the Gate Attendant is to report to the Head Guard.

Job Duties

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acquire the knowledge and understanding of all gate policies and procedures.
- Understanding the Point of Sale procedures and admittance policies of the park.
- Understanding the cash register procedures and vending sales for the Snack Shack.
- Set up and take down all daily gate equipment and supplies.
- Handle all monetary transactions while on duty during the regularly scheduled hours.
- Responsible for the sales of daily admission tickets and handling of patron pool pass holders.
- Responsible for the distribution of Recreation Department materials, flyers, promotional items, etc.
- Responsible for the distribution of colored wristbands to all non-swimmers.
- Acquire the knowledge and understanding of all vending policies and procedures.
- Set up and take down all daily Vending equipment and supplies including daily inventory
- Responsible for the stocking of the vending refrigerators and shelves at the end of the day.
- Must be punctual and report to work at scheduled times.
- Responsible to assist with any special events.
- Have the capability to enforce park rules and policies.
- Must abide by all state, town, and departmental safety regulations.
- Have the ability to work above and beyond the job description as situations arise.

Minimum Knowledge, Skills, and Abilities

- Must be able to communicate effectively with other staff, patrons, and emergency personnel
- Apparent outgoing and personable demeanor towards others

Qualifications

- Minimum of 15 years of age.
- Previous sales and customer service experience is preferred.