

# **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 Parks & 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.