

# MIDLAND COUNTY

## SEASONAL GATEKEEPER

### General Summary

Under the supervision of the supervisor on shift, Seasonal Gatekeepers greet customers entering the park, answer customers' questions, provides information on procedures or policies, assists in resolving complaints, collects money and issues permits. Interactions with the public are to be courteous and professional at all times.

### Essential Functions

1. Sells daily vehicle and annual permits.
2. Fills out forms and collects money for daily rental of pavilions and umbrellas.
3. Counts money in cash drawer at beginning and ending of shifts ensuring amounts are correct.
4. Ensures there is adequate change and vehicle permits for the beginning of the shift.
5. Sorts, counts and wraps currency and coins.
6. Calculates total money received during the shift and reconciles with total sales.
7. Computes and records daily transactions.
8. Maintains clean and orderly work areas.

### Other Functions

1. Completes other general cleaning duties such as mopping floors and emptying trash cans, cleaning bathrooms, or other duties as assigned by the supervisor.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### Employment Qualifications

**Education:** High School graduation or equivalent.

**Experience:** Experience as a retail cashier, bank teller or other work involving a high volume of cash and handling transactions including making change.

**Other Requirements:** Possession of a valid Michigan Driver's license required.

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*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to professionally communicate with customers and other staff.

Ability to perform tasks efficiently, especially during busy periods.

Must be reliable, responsible and dependable.

Requires prolonged standing, leaning and bending to service customers through a drive-up window.

Ability to request information or assistance using two-way radios.

Must possess basic math skills in order to efficiently make change for customers and reconcile bank tills.

## **Working Conditions:**

Ability to work in typical summer weather conditions, including heat and humidity.

Subject to working weekends and holidays, and multiple shift schedules.

Exposure to environmental allergens such as grass, weeds and pollens.