

Jackson Hole Mountain Resort

JOB DESCRIPTION

POSITION

TITLE: INFO BOOTH ATTENDANT

DATE:

CLASSIFICATION: SEASONAL/FT/PT

REPORTS TO: PARKING MANAGER &
OPERATIONS FOREMAN

DEPARTMENT: PARKING/TRANSPORTATION

FLSA STATUS: NON EXEMPT

GENERAL PURPOSE

To provide positive customer relations by assisting guests with information. In addition will enforce parking regulations.

ESSENTIAL FUNCTIONS

- Punctual arrival on a daily basis.
- Excellent guest service is required.
- General knowledge of JHMR, Teton Village and surrounding area.
- Identify Village employees and direct accordingly to appropriate parking lots.
- Safe and orderly parking of incoming vehicles.
- Safe and orderly exiting of vehicles.
- Daily trash pickup from parking lot and along its boundaries.
- Keep all signs and markers clean, straight and visible.
- Enforce all parking rules. Reporting violators to Manager or Foreman.
- Assist troubled motorists when possible.

OTHER FUNCTIONS

- Perform any projects or other duties as assigned by Manager or Foreman.
- Cross train to assist with Guest Services.

- Employees are held accountable for all duties of this job--

JOB QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITY:

- Minimum 18 years of age.
- Good communication skills.
- Neat appearance.
- Positive attitude! This job is guest oriented due to the fact the Info Booth Attendant is the first person the guest may encounter.

EDUCATION OR FORMAL TRAINING:

High School Graduate or G.E.D.

EXPERIENCE:

N/A

MATERIAL AND EQUIPMENT DIRECTLY USED:

- Two-way radios.
- Daily event's calendar.
- Parking information signs.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

- Quickly changing weather conditions.
- Prepared with the proper clothing for changing conditions.
- Lifting and carrying of signs and barricades.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.