

# **Entry Gate Attendant**

**Seasonal May 15 to September 2nd**

## **Duties & Responsibilities Include:**

- Daily communication with Park Foreman and/or Facilities Supervisor
- To learn and maintain a complete overview of the park concerning
  - Directions on how to get to Park.
  - Available camping facilities and their proximity to the rest of the services in the park.
  - All costs associated with entry and camping.
  - Knowledge of other services within the Park.
- Phone numbers, contacts and directions to give to any visitor who requires another service within the park.
- Ability to greet people on arrival in a happy and courteous manner.
- Ability to handle grievances, suggest solutions and try to solve the situation.

## **Park Entry Duties:**

- Keep entry clean and neat at all times.
- Keep entry bathroom sanitized at all times.
- Water flowers and grass.
- Clean Windows

## **Clerical Duties:**

- Collection & receipting of park entry fees & camping fees.
- Cash controls.
- Receive payments on account
- Issue new or renewal of Mainprize ATV/Golf Cart Plates
- Issue park and boat launch passes
- Issues change and receipts.
- Taking reservations and cancelations.
- Record keeping.

## **Requirements**

- ❖ Telephone skills
- ❖ Customer service skills
- ❖ Cash, debit and credit processing.

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