



Position: Riverview RV Attendant
Supervisor: Enterprise Director
Salary: Starting wage \$17an hour
Location: La Push/Three Rivers, WA
Closes: Until Filled

JOB SUMMARY

Campground Duties and Responsibilities:

- Assist with check-in, registration and presentation of park/pet rules as requested. Assist guests with directions and activity ideas.
- Run daily opening reports; verify guest checkouts and amounts due; run daily closing reports to ensure balance of books.
- Enforce, in a pleasant manner, park rules and policies.
- Collect money from the change machine and washers/dryers.
- Assist with ground keeping and maintenance as requested (i.e. trash pick-up, flower bed upkeep, etc.).
- Make suggestions for improvements as appropriate.
- Other duties as assigned.
- Able to lift up to 50 lbs.
- Must be able to work independently and be a self-starter.
- Up to 30 hours a week Wed – Sun during peak season (Memorial Day weekend – 3rd week of September) 11am to 6pm
- Other assignments as needed by Enterprise Director

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Proven track record of being able to work on your own.
- Strong Problem-solving skills.
- Excellent Customer service skills
- Knowledge of personal computer, cash handling and keyboard.
- Ability to complete tasks simultaneously.
- WA state drivers license

Special Requirements:

Must pass a criminal background check. Must have and retain a valid Washington State Driver's License. Must adhere to Personnel Policies and drug/Alcohol policies. All candidates for employment with Quileute Enterprise will be required to undergo drug screening prior to official selection.

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absence or relief, to equalize peak work periods, or balance workload.

INDIAN PREFERENCE WILL APPLY. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.