Wolf Creek Ski Area

DESCRIPTION OF EMPLOYEE'S JOB DUTIES

This form is developed by your supervisor and is intended to describe the employee's job duties. This is an important document as it accurately shows the requirements of the job. If you feel like there are duties described below that you are uncomfortable with, please discuss with your supervisor immediately.

EMPLOYEE'S DEPARTMENT: Ski & Snowboard School JOB TITLE: Lynx Building Attendant

PART-TIME, FULL-TIME, OR HOLIDAY STATUS:	AVG. HRS. WORKED/DAY:	AVG. HRS. WORKED/WEEK:
Seasonal: Holiday, Part-Time, or Full-Time	4 -8	20-40

DESCRIPTION OF JOB RESPONSIBILITIES (DESCRIBE ALL JOB DUTIES):

The Lynx Building Attendant's primary responsibilities include opening, maintaining, and closing the Lynx Center as a one stop shop for beginner skiers and private lessons. Throughout the day Building Attendants answer messages, provide accurate information regarding Ski & Snowboard School (to include Wolf Pups), fit boots, and skis for guests, manage reservations and assist coordinating between Ski, Snowboard School staff and guests. The Lynx Building Attendant shall be under the supervision of the Director, Assistant Director and Rental Supervisor. Normal work hours are from 7:30am – 4:30pm up to five days per week. Peak Periods: These hours may be extended (with Management's approval) during peak periods with a maximum 56 hours in one work week. The maximum for days worked in one week during peak periods is six.

Essential Duties: Operations: • Access and provide accurate information about skiing at Wolf Creek Ski Area for guests. • Ensure proper and secure handling of cash and payment information. • Pick up the bank from the Ticket Office • Ensure accurate counting of the bank in the morning and before returning to the Ticket Office at the end of the day. • Ensure Lynx Learning Center is always attended by at least one staff member. • Handle rental transactions, check-out and return of equipment. • Fit guests for ski boots and appropriate length of skis based on height, weight, and skill. • Adjust ski bindings to ski boot sole length and set DIN correctly. • Ensure indoor and outdoor bathrooms are unlocked and clean and stairs are maintained. • Inform Ski and Snowboard School Director of any accident, incident, or complaint involving an employee or guest. • Inform Directors or Supervisors of any need for assistance from other departments so Directors or Supervisors can call them. • Responsible for set up and take down of signs and fences at Tumbler and top of Lynx teaching area daily. • Assist with other tasks as needed. • **Customer Service**: • Always Interact with the public and staff in a professional manner. • Help customers navigate the mountain. • Sell lift tickets, rentals, group, and private lessons at RTPOne POS system and take reservations for private lessons by phone. • Answer questions regarding Ski & Snowboard School products in-person, over the phone and by email using excellent, professional communication skills. • Work with Ski & Snowboard School Directors/Supervisors to organize students into beginner classes and help students find their instructor. • Stock complimentary beverage station and keep station and Lynx Rental Center tidy. **Administrative:** • Ensure confirmation emails for reservations are accurately completed. Handle all aspects of private lesson reservations effectively, efficiently, and accurately. • Print and organize online group lesson tickets for the next day. • Close out register(s) at the end of each day and confirm close out with the Ticket Office before leaving for the day. • Maintain Lynx Learning Center in an orderly, clean, and stocked manner for guests by monitoring supplies and inventory. • Ensure Lynx building is locked and secure at the end of the day. • Communicate effectively with mountain personnel, using radios or phones, to manage daily lessons and/or to resolve a variety of situations. • Know and adhere to your work schedule. • Keep current on Paylocity Trainings.

NOTE: The contents of this job description are presented for specific job information purposes, and this does not represent a contractof employment with Wolf Creek Ski Area.

1. Please indicate if your job requires:	YES	NO	(If yes, please briefly describe)
a. Driving cars, buses, trucks, snowcats, snowmobiles, and other heavy equipment?		x	
b. Working around equipment and machinery?	x		Helping load and unload snowcat, workingaround grooming equipment, chair lifts and carpets
c. Walking on uneven ground?	x		Mountain terrain, snow, staircases
d. Exposure to excessive noise?		x	
e. Exposure to extremes in temperature, humidity, or wetness?	x		High alpine, winter environment
f. Exposure to dust, gas, fumes, or chemicals?	x		Cleaning supplies
g. Working at heights?	x		Chair lifts
h. Operation of foot controls or repetitive foot movement?	x		Skiing, snowboarding, and walking
i. Use of special visual or auditory protective equipment?		x	
j. Working with bio-hazards such as: blood-borne pathogens, sewage, hospital waste, etc.		x	

2.Check the frequency of activity required of the employee to perform the job:

ACTIVITY (hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting	x			
Walking				x
Standing				x
Bending (neck)			x	
Bending (waist)			x	
Squatting			x	
Climbing		x		
Kneeling		x		
Crawling	x			
Twisting (neck)			x	
Twisting (waist)			x	
Shoveling snow		x		
Shoveling dirt	x			
Hand Use:				
Is repetitive use of hand required?			x	
Simple grasping (right hand)				x
Simple grasping (left hand)				x

Power grasping (right hand)		x		
Power grasping (left hand)		x		
Fine manipulation (right hand)		x		
Fine manipulation (left hand)		x		
Pushing & pulling (right hand)			x	
Pushing & pulling (left hand)			x	
Reaching (above shoulder level)		x		
Reaching (below shoulder level)			x	

3. Please indicate the daily lifting and carrying requirements of the job: indicate the height the object is lifted from floor, table or overhead location and the distance the object is carried.

	LIFTING					CARRYING				
	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Height	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Distance
0-10 lbs.		x			8’		x			.5 mi
11-25 lbs.		x			8’		x			.25 mi
26-50 lbs.		x			4’		x			25 yards
51-75 lbs.		x			4’		x			25 yards
76-100 lbs.	x					x				
100+ lbs.	x					x				

Describe the heaviest item required to carry and the distance to be carried:

Picnic tables average of 100 lbs. carried with 2 people. Carried approximately 25 yards.

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