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: Wolf Pup Building Attendant

PART-TIME, FULL-TIME, OR HOLIDAY STATUS:	AVG. HRS. WORKED/DAY:	AVG. HRS. WORKED/WEEK:
Seasonal: Part-Time, or Full-Time	4-6	20-30

DESCRIPTION OF JOB RESPONSIBILITIES (DESCRIBE ALL JOB DUTIES):

The Wolf Pup Building Attendant shall be under the direct supervision of the Wolf Pup Supervisor and Assistant Supervisor. The primary goal and purpose of the Building Attendant is to provide an interesting and rewarding experience for the guests of Wolf Creek Ski Area in a safe and enjoyable manner. Normal work hours are from 8:00am to 4:30pm two to five days a 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: • Meet and greet the Wolf Pups and families, fit boots, set wolf pup skis, and provide assistance to pups with a friendly and professional attitude. Handle all contacts with professional courtesy and diplomacy. Any policy concerns or issues should be reported to the Wolf Pup Supervisor, Assistant Supervisor or Ski & Snowboard School Assistant Director or Director. Essential Duties: • Greet Wolf Pups and parents. • Supervise the check in process. • Sign kids in and out. • Set skis for wolf pups – attendants must keep ski technician certification current. • Must stay until last Pup is gone and all rentals are returned to the building. • Help with bathroom breaks and shuttle kids out to classes or in to the bathroom during classes. • Clean and organize desks, boots, skis, and closet. • Stock and clean bathrooms throughout the day. • Monitor deposits on edgie-wedgies and racer-chasers. • Help Wolf Pup Mom put names on the board, do lunch counts, retrieve food from bat cave. • File rental cards and sign in sheets. • Vacuum downstairs. • Know and adhere to your work schedule.

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 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		Assisting young children who may have soiled themselves

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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