



## Tahoe Donner Association Job Description

**Job Title:** Scanning Attendant  
**Job Code:** TBD  
**Department:** Mountain Operations  
**Reports To:** Mountain Operations Manager  
**Class Code:** 9184  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 4  
**Pay Range:** Starts at \$10.00 per hour  
**File Name:** Scanning Attendant.docx  
**Prepared Date:** 11/29/13, updated 10/2/15

### SUMMARY

The Scanning Attendant is responsible for monitoring lift lines, checking/scanning lift tickets and season passes at assigned aerial and surface lifts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Provides excellent customer service to customers, employees and business partners.
- Develops a comprehensive understanding of many facets of the ski area operation to better assist with customer questions.
- Monitors guest lift usage by checking/scanning tickets and season passes for validity.
- Controls the lift access lines in the lift mazes.
- Assists with snow removal including shoveling and clearing snow from walkways, stairs and other areas as needed.
- Other duties may be assigned.

### 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Prior customer service required.

### CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

### LANGUAGE SKILLS

Ability to speak effectively before groups of customers or employees of the organization.

### MATHEMATICAL SKILLS

Ability to add and subtract two digit number and two digit numbers and to multiply and divide with 10's and 100's. ability to perform these operation using units of American money and weight measurement, volume, and distance.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_

EMPLOYEE NAME

\_\_\_\_\_/\_\_\_\_\_

EMPLOYEE SIGNATURE

DATE