



**Tahoe Donner Association
Job Description**

Job Title: Snowplay Attendant
Job Code: 670
Department: Snowplay
Reports To: Recreation Supervisor
Class Code: 9184
FLSA Status: Non-exempt
Salary Level: Hourly 7
Pay Range: \$13.15 - \$15.15 per hour
File Name: Snowplay Attendant.docx
Prepared Date: 3/29/07, revised 11/04/09, Updated 4/30/11, 10/25/15, 12/1/16, 9/2018, 11/18

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service to customers, employees, and business partners.
- Maintain current knowledge, implement and enforce Association policies, procedures, rules and regulations.
- Check tickets of customers to ensure fees were paid to use the area.
- Perform opening and closing procedures which include but are not limited to: shoveling snow, raking snow, posting/removing signs, emptying trash cans, maintaining clean port-a-potties, and placing /taking down netting.
- Host and execute snowplay events in an outgoing and enthusiastic manner.
- Sell tickets and enforce access policy.
- Sell and maintain retail inventory.
- Distribute and collect sleds for customers.
- Promote a fun and welcoming atmosphere while maintaining safe sledding and snowplay practices among customers.
- Monitor snowplay area, mark hazards, repair snowplay fence, and pick up trash as needed.

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

Some high school education or one to three months' related experience and/or training in customer related business; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current CPR/AED and First Aid certifications are desirable.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 remain stationary; move; use hands to finger, handle, or feel; reach with hands and arms; ascend or descend; position oneself close to the ground; and communicate. The employee is occasionally required to sit and/or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 outside weather conditions. The employee is frequently exposed to cold, wet, and/or humid conditions and moving mechanical parts. 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.