



Linn County Parks and Recreation
3010 Ferry St SW
Albany, OR 97322
Message: (541) 967-3917 Fax: (541) 924-6915
www.linnparks.com

JOB ANNOUNCEMENT

CLASSIFICATION TITLE: Guest Services

LOCATION: Clear Lake Resort, located in the Willamette National Forest

CLASSIFICATION NUMBER: N/A

CLASSIFICATION CATEGORY: Seasonal Temporary, Non-Benefited Position working up to 40 hours per week.

ESSENTIAL FUNCTIONS OF THE JOB:

- **Customer Service and Routine Custodial Duties**
 - Greeting guests, answering questions & providing information in a positive manner.
 - Ability to accurately perform basic cashier duties and use a Point of Sale System.
 - Cleaning and stocking of cabins, restrooms & lodge to a high standard set by the department; garbage removal.
 - Ensure the cleanliness and sanitization of rowboats and kayaks.
 - Being routinely present to identify and report problems with parks facilities and equipment.
- **Other Duties as assigned.**

JOB SPECIFIC COMPETENCIES:

- Ability to learn and communicate effectively: park rules, area information, and educate park visitors.
- Must be able to effectively communicate with management, park rangers, co-workers and visitors.
- Ability to follow directions, manage multiple tasks to parks standards and complete tasks in a timely manner.
- Perform janitorial services, including the use of chemicals.
- Must be able to operate Point of Sale System; make change and balance register.
- Ability to work in all weather conditions.
- Must be available to work Saturdays, Sundays, and holidays.
- Position requires frequent standing, walking, squatting, bending, kneeling, twisting, and repetitive forward and overhead reaching. Ability to lift/carry 50lbs. and push objects weighing up to 90 lbs; Ability to perform physical labor for extended periods of time.
- Prior customer service experience is preferred.
- Must be willing to live and work in a remote location.
- Must have, or be willing to obtain, a Food Handlers Card and First Aid/AED card.

QUALIFICATIONS: Must be a graduate from a senior high school or have your GED; possess a valid Oregon Driver's License with an acceptable driving record and pass a criminal background check. Must be at least 18 years old at the time of hire.

SALARY, BENEFITS, COMPENSATION: This is a Seasonal Temporary, Non-Benefited Position; \$16.00 per hour; furnished housing will be provided, for your designated work shifts, at no cost to you.

CLOSING DATE: Open until filled.

This recruitment is for multiple seasonal roles (generally 3 to 6 months in duration). The positions are being filled for the spring and summer seasons.

HOW TO APPLY: Submit a completed Linn County Employment Application to: Adam Brenneman, Asst. Parks Operations Supervisor, Linn County Parks and Recreation, 3010 Ferry St. SW, Albany, OR 97322; Fax: 541-924-6915 or via email at parksjobs@co.linn.or.us. Application forms may be obtained through the Linn County webpage at www.co.linn.or.us/jobstemp.html.

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