# CATAMOUNT
## RANCH & CLUB

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**Job title:**       **Outfitter Center Attendant**          **Number of openings:** Several

**Location:**       **Outfitter Center at Lake Catamount**          **Duration of job:** Seasonal

**Starting date:** May - September          **Days worked**: 2-5 days

**Weekend work:** Yes, as scheduled          **Supervisor:** Director of Lake Operations

**Pay Rate:** $18-$22/hr.

**Benefits** – Holiday Bonus, 401k plan, Educational Scholarship, Dining and Retail discounts, and use of Golf and Lake amenities.

Assists members and guests with Lake/Outfitter Center equipment, including pontoon boats and watercraft and retail purchases.

**Detailed job description, including responsibilities, work performed, tools or equipment used, etc.:**

- Answer the phone promptly and transfer calls as necessary
- Provide information to Members/guests regarding upcoming events, equipment, and directions
- Greet and direct Members and guests by name when possible
- Verify that Members and guests have signed in to use the facilities
- Verify that members and guests have signed appropriate waivers when required
- Responsible for rental and retail POS sales, as well as, completing daily audit packet
- Provide safety instruction to members and guests on motorized equipment usage
- Check that equipment is returned in satisfactory condition
- Maintain and clean Outfitter Center equipment (pontoon boats, kayaks, windsurfers, canoes, Nordic gear)
- Ensure that equipment is in working condition prior to usage (check gas, oil, cleanliness, etc)
- Perform all other duties as assigned by the Club Outfitter or Director of Lake Operations

**Physical Requirements:**

- Predominately outdoor work involving boats and boating equipment, sometimes in inclement weather, exposed to potentially hazardous conditions on the lake and/or rivers.

**Minimum skills, experience, education, and ability required for this job:**

- Customer service oriented; positive, outgoing, and professional attitude
- Must be able to effectively communicate in English with members, guests, and management
- CPR/First Aid Certification recommended

**Miscellaneous information:**

- This is a non-exempt position