

Office Associate

- Must be 16+ years
- Full time week days 8hr shift 8am-5pm
- part time weekends/ holidays
- flexible schedule
- temporary/seasonal

Essential Functions:

1. Stand for long periods of time.
2. Lift maximum of 25lbs overhead for stocking and storing merchandise.
3. Move and climb on a step ladder or stool for cleaning and stocking.
4. Must be able to use a cash register, computer, calculator, and pricing gun.
5. Have a working knowledge of math, numbers, money counting and making correct change.
6. Dust, clean, and straighten gift shop, store, kitchen area, employee bathroom, game room, clean floors (sweep & mop), and clean windows.
7. Have a good understanding and following the rules and regulations and policies of Happy Acres when dealing with customers.
8. Be properly groomed and present a good image.
9. Move, push, and lift furniture and equipment for cleaning.
10. Take out garbage and carry to dumpsters.
11. Wash dishes, clean appliances, tables, and related kitchen equipment.
12. Work in a kitchen with a microwave, auto fryer, and pizza ovens.
13. Have a working knowledge of the campground layout and be able to communicate that knowledge to our guests.
14. Be familiar with local attractions in the area and be able to give customers directions.
15. Properly complete a guest reservation and/or check in.
16. Good phone etiquette and pleasant outgoing attitude.
17. Work well with others, team player.
18. Work at a pace consistent with changing business volume and demands.
19. Be able to work scheduled shifts that meet our business demands including weekends and holidays.
20. Work independently with the appropriate amount of supervision and deter shoplifting.