



• GOLF COURSE • CAMPGROUND • COTTAGE LOTS • CREMEE • MARINA

www.oakislandresort.ca Oak Island Resort: Box 563, Oak Lake, Mb R0M 1P0

Title: Campground Office Attendant

Purpose: The Campground Office attendant is responsible for clerical and administrative duties for the campground.

Reports To: Campground Manager

In Charge Of: Daily operations of the Campground office.

Qualifications:

- Computer knowledge including but not limited to windows, excel, and outlook
- Ability to work under pressure
- Ability to multitask
- Problem solving
- Must be at least 16 years of age
- Must be available evenings and weekends

Duties and Responsibilities

- Greet visitors
- Answer inbound telephone calls and direct calls.
- Complete reservations and make adjustments as needed via the reservation system for customers both over the phone and in person.
- Accept payments
- Maintain a clean work space and retail area.
- Monitor retail stock and advise management when quantities are low. Price retail items and restock shelves.
- Admit and process payments for mini golfers.
- Supervise access and process payment for wood and propane sales.
- Prepare check-in documentation for guests, including mapping site location.
- Register guests, process payments and input vehicle and visitor information into the reservation system.
- Liaison for maintenance crews and management.
- Complete daily cash reconciliation
- Perform other duties as assigned by management.
- Assist with weekend entertainment