

# **City of Grosse Pointe Farms Parks and Recreation Department**

## **Gate Attendant**

### **GENERAL STATEMENT OF DUTIES:**

The Gate Attendant is responsible for allowing Grosse Pointe Farms residents and their guest(s) into Pier Park with the correct identification. The Gate Attendant must check all Park Passes for validity and verify that guest(s) of residents are authorized to enter Pier Park. The Gate Attendant must be able to work with the public, provide accurate information, and direct them to the proper person if they do not have specific information requested by the park visitors.

### **SUPERVISION RECEIVED:**

Work is performed under the supervision of the Director of Parks and Recreation, or designee.

### **TYPICAL EXAMPLES OF WORK:**

An employee in this position may be called upon to do any or all of the following. (These examples do not include all of the tasks which the employee may be expected to perform.)

- Report to work prior to your scheduled start time and exchange information with the person working the prior shift.
- Verify that each resident has a valid park pass and that each guest(s) is authorized to enter Pier Park.
- Verify that all Building Rentals, Group Picnics, and Platform Tennis Reservations have been approved by Park Administration.
- Must be familiar with each type of Park Pass (Resident, Temporary Non-Resident, Caregiver, and Non-Resident)
- Verify that non-resident guest(s) are on the guest list for Building Rentals and Group Picnics.
- Punch Resident Park Passes as directed by the City's "Pier Park Passes and Guest Privileges" policies.
- Prevent accidents by observing and coordinating pedestrian and vehicle traffic as they enter Pier Park.
- Coordinate with Park Supervisors or Office Personnel when vehicle traffic is allowed to drive to the Community Building.
- Notify incoming park visitors when the pool is closed for swim meets, pool incidents, etc.
- Notify the Office Personnel when a resident would like to launch a boat using the Pier Park Boat Lift. This is after verifying that this is within authorized times for vehicles to drive down to the Boat Lift, that they are a resident, and after informing them of the launch fee for boats not registered in a Pier Park Mooring Space.
- Notify the Office Personnel when deliveries, caterers, and other authorized vehicles have arrived that require a vehicle to drive down to the Pier Park Community Building.
- Keep the Gate House clean and organized.
- Must be familiar with all park forms required at the Gate House.
- Notify the Office Personnel when any supplies are required at the Gate House prior to running out.
- Stop all traffic and follow the Pier Park Emergency Action Plan for all emergencies.
- Notify the Office Personnel, Pool Supervisors, and other necessary Park Employees if any emergency vehicles are entering the Park without park staff requesting assistance.
- Perform other duties as directed by Park Administration

### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Minimum of high school diploma or GED.
- Ability to understand and follow oral and written instructions.
- Ability to work effectively with the public and other employees.
- Ability and willingness to work independently with minimal supervision.
- Have a good work ethic – being on time, dressed in approved uniform, and ready to work your scheduled shift.
- Possess good decision making skills.
- Ability to achieve and maintain a high standard of performance and quality of work.
- Be familiar with all park facilities, policies, and procedures.

### **REQUIRED EMPLOYMENT PAPERS AND TRAINING:**

- Completed "Personnel File Form"
- Completed "Seasonal Employment Agreement Form"
- Completed "Federal and State W-4 Forms"
- Completed and approved "Background Check"