

**TOWN OF MIDDLETOWN, RI
POSITION DESCRIPTION**

TITLE:	Gate Attendant
DEPARTMENT:	Beach
REPORTS TO:	Assistant Manager (Gates/Parking) or designee
SUPERVISES:	N/A
JOB TYPE:	Seasonal
WORK SCHEDULE:	As assigned, based on department needs. Weekends/Evenings required
SALARY:	In accordance with established Pay Scale

POSITION SUMMARY:

The gate attendant is a seasonal position with the Town of Middletown responsible for allowing beach patrons access to the beach. This entails checking all vehicles upon their arrival at the check point for a Beach sticker or daily pass. The attendant ensures responsible and safe behavior and the absence of drugs and alcoholic beverages, or pets, reporting any situation beyond his/her control to the appropriate manager.

I ESSENTIAL DUTIES AND RESPONSIBILITIES: *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class, or it addresses business needs and changing practices:*

1. To check vehicles in the lower two parking lots at the beginning of the day to be sure they have the required stickers.
2. To collect payment from day-beach patrons with no season beach passes, and log it in accordingly.
3. To ensure cash drawer balances out at the end of the assigned shift.
4. To follow cash deposits and collections in accordance with established protocols
5. Ensures that daily collections are kept safe at all times.
6. To greet and welcome all beach patrons in a cordial way
7. To watch for violations of the Town's ordinance as posted and to report infractions beyond the control of the Gate Attendant to the appropriate manager, such as those related to smoking, alcohol, drugs, or pets.
8. To direct visitors to available parking spot, if applicable.
9. To raise and take down the American Flag on a daily basis, and stores it in assigned location.
10. Perform other related duties as assigned.

II NECESSARY KNOWLEDGE, SKILLS AND ABILITIES *The following generally describes the knowledge and ability required to enter the position and/or be learned within a short period of time in order to successfully perform the assigned duties:*

1. Requires basic knowledge cashiering
2. Must be able to be courteous to the staff, managers, beach patrons and the general public.
3. Must be able to establish and maintaining effective working relationships with co-workers, supervisors and the general public.
4. Must be able to communicate effectively
5. Must be able to carry out instructions

III MINIMUM REQUIREMENTS:

1. Graduation from High School or a GED equivalent preferred.
2. Experience in handling cash is preferred.
3. Must be able to establish and maintain effective working relationships with co-workers, supervisors and the general public.
4. Must be able to communicate effectively both orally and in writing.
5. Must demonstrate a commitment to the highest quality of customer service.
6. Must be available to work on evenings, weekends and holidays as necessary.
7. Must successfully pass a background investigation.

IV PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee frequently is required to sit, stand, walk, talk, hear, use their hands to finger, handle or operate objects, tools or controls, and reach with hands and arms; is occasionally required to climb, balance, stoop, kneel, crouch or crawl.
2. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

V EQUIPMENT USED:

1. Two-way radio, cash drawer

The Town of Middletown is an Equal Opportunity Employer