



Adventure Tahoe Activities

Job Title: Rental Attendant
Department: Rentals
Location: Camp Richardson
Reports To: Rental Supervisor
FLSA Status: Non-Exempt
Pay Range: \$16.00-\$21.00
Prepared Date:

SUMMARY: Under the leadership of the Rental Supervisor and Manager, Rental Attendants are responsible for ensuring safe and orderly rentals. This is done by inspecting equipment, processing transactions, and other duties as assigned. This person will contribute to ensuring safety, equipment, and customer service standards are being met.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Inspect equipment and ensure maintenance is being done
- Respond to customer disputes
- Greet customers, explain the rental process, and facilitate rentals
- Fuel wave runners
- Supervise rentals and respond to inappropriate or unsafe rental behavior
- Monitor the VHF radio
- Communicate in a friendly and positive manner with customers and co-workers
- Other duties may be assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- EDUCATION and/or EXPERIENCE
 - High school education; or up to one-year related experience or training; or equivalent combination of education and experience.
- LANGUAGE SKILLS
 - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write daily log reports. Ability to effectively present information in one-on-one and small group situations.
- REASONING ABILITY
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- CERTIFICATES, LICENSES, REGISTRATIONS
 - Valid Driver's license
 - State-recognized boater ID Card is preferred



Adventure Tahoe Activities

- CPR/First Aid Certified preferred
- OTHER SKILLS AND ABILITIES
 - Ability to operate specific equipment and tools
 - Ability to use cash register/payment processing system
 - Good communication skills (verbal, nonverbal and written)
 - Must be able to multitask
 - Ability to adjust to your audience
 - Ability to work as a team member
- 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 essential functions.
 - While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit. Work outside in various weather conditions and extreme temperatures.
 - The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.
- WORK ENVIRONMENT
 - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
 - While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or sunny/hot/cold conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
 - The noise level in the work environment is usually moderate.
 - Employees shall work well under pressure; and meet multiple and sometimes competing deadlines. Employees shall at all times demonstrate cooperative behavior with colleagues and supervisors.