

**Elephant Rocks State Park's Handy Host Duties**  
**Under the management of Battle of Pilot Knob State Historic Site**  
Pilot Knob, Mo.

<b>Number of Hosts</b>	<b>Months Available</b>	<b>Pay Mileage?</b>	<b>Contact</b>
1	January - December	No	573-546-3454

**Elephant Rocks Handy Host duties:**

- Check meters at Elephant Rocks (water totals, traffic counter and lift station)
- Check and empty trash cans
- Clean restrooms and pit toilet
- Pick up trash around playground and picnic areas
- Pick up trash along Highway in front of park.
- Monitor parking lot and encourage visitors to park in an orderly manner.

**Bi-weekly duties:**

- Walk trail check for debris, trash property damage
- After storms clean mud off trail
- Empty trail trash cans.

**Battle of Pilot Knob Office Host duties:**

- Open the building unlock secured areas disable alarms
- Work at reception desk and greet visitors. Inform them of available video and maps, etc.
- Open and operate Rs2 (Reservation and Resale system) for retail sales and be able to close Rs2 and balance drawer.
- Answer phones, take messages, and answer questions.
- Relay messages to park staff
- Run vacuum to maintain the museum
- Check and clean restrooms
- Accept Fed-Ex and UPS deliveries
- Pick up mail at Post Office
- Lock up museum and set alarms to secure building
- Other duties as assigned.