

## **Finger Lakes State Park Campground Host Duties**

Columbia, Mo.

<b>Number of Hosts</b>	<b>Months Available</b>	<b>Pay Mileage?</b>	<b>Contact</b>
1 Campground	April-October	Yes	573-443-5315
1 Handy Host	April-October	Yes	573-443-5315

### **Campground Host Duties**

- Collect all camping fees in a timely manner, and gave a receipt for all money collected. You are responsible for the money at the beginning of each shift and all money that is collated during your shift.
- Check restrooms for cleanliness before the end of each shift to ensure an adequate supply of toilet tissue is available. Any instance is to be reported to park staff immediately.
- Administer the campground reservation system to provide the best customer service possible. Provide assistance in reconciling any discrepancies with the reservation help desk, superintendent and the customer
- Check each campsite for cleanliness and insure that all site have been maintained by park staff

### **Office (Handy) Host duties**

- Collect riding fees at park office
- Provide park information to all visitors that come to the office
- Sell firewood, ice and other items
- Collect camping fees when campground host is off duty or when using credit cards
- All fees collected must be entered in to the Campground Reservation System at time of sell. You are responsible for ensuring the correct amount is collected and accounted for. You are responsible for the money used at the start and end of your shift. Complete all sales report at the end of each shift. Ensure that all funds are placed in the safe at the end of each shift.
- Close and lock park office at the end of each shift.
- Clean park office
- Restock office handouts when needed
- Answer all telephone calls about park facilities and direct other calls where needed
- Check camping reservation to ensure the reservation cards are made out each day for the campground host
- Provide the best customer service possible to all park visitors