



## **POSITION ANNOUNCEMENT**

**POSITION:** RV Campground & Storage Front Desk Reception

**DATE OPEN:** July 31, 2019

**DATE CLOSED:** When filled

**SALARY:** \$14-\$16/hour

## **POSITION SUMMARY:**

We have part time and full time positions available. We offer competitive benefits for the full time position. These team members are responsible for day to day operations of the RV Campground & Storage including interacting with RV clients for RV Campgrounds & Storage. Good computer and customer service skills are essential to success.

## **RESPONSIBILITIES:**

- Sell, book and schedule RV space for both RV South and RV North Campgrounds
- Assist in the smooth management of all day-to-day operations of the campgrounds, including in-and-out guest management, conflict resolution and policy enforcement
- Assure campgrounds are clean and supplies are stocked and organized
- Assure all financial transactions meet accounting standards
- Run RV Campground reports
- Report park maintenance needs
- Assist RV Campground & Storage Supervisor with new customer acquisition for RV Storage
- Moderate landscaping work such as picking up litter, raking leaves and striping lines
- Other duties as assigned by RV Campground & Storage Supervisor

## **REQUIRED SKILLS:**

- Excellent customer service skills in person and over the telephone
- Very good administrative and problem solving skills
- Proficiency in Microsoft Word, Excel, and Outlook
- Knowledge of RV's and their power requirements a plus
- Proven ability to learn new, specialized software programs; experience with scheduling software a plus
- Able to work independently as well as a team player
- Strong ability to resolve conflict
- Ability to accurately handle cash, credit, and check transactions
- Ability to work weekends and some evenings

The Alameda County Fair Association is a non-profit organization that manages the Alameda County Fairgrounds with over 3 million people in attendance at over 340 events held each year. Home to the Annual Alameda County Fair and public and private events including larger consumer and trade shows, festivals, corporate events, concerts, graduation, picnics, weddings and other social events.

The Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume:

jobs@alamedacountyfair.com

By fax: (925) 426-5196

By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Riley Ringor