

**EMPLOYMENT OPPORTUNITY**

**Rippling River Resort Office Staff**

**The Role-**

The incumbent is responsible for taking reservations, checking guests in and out of the campground and ensuring guests receive exemplary service. Position is approximately 10-20 hours per week, with the possibility of more hours during busy weeks.

**-Responsibilities-**

The incumbent is responsible for:

- Answering phones and taking reservations

-Processing online reservations

-Checking and answering the Resort email and voicemail

-Checking in guests upon arrival and checking out guests

-Helping stock the campground store and process store transactions

· Providing local information and campground area information

-Must be available on nights and weekends

**-Minimum Qualifications-**

· Must be a minimum of 18 years of age

· Must hold a valid Driver’s License

· Must be computer literate

**-Education and/or Experience-**

· Hospitality and/or Tourism experience an asset

· First Aid/CPR certified a plus

**-Language Skills-**

Ability to read, analyze and interpret general business periodicals, technical procedures, or governmental regulations. Ability to effectively respond to questions from managers, clients, customers, and the general public.

**-Physical Requirements-**

· Requires visual acuity and ability to hear to clearly communicate with managers, coworkers, guests and vendors

· Must be able to sit, stand and walk for extended periods of time

· Must be able to reach with arms and hands

· Must be able to lift and/or move up to 50 lbs.

· Must have finger to hand dexterity to be able to grip, grasp items or equipment

Job Type: Part-time

Salary: $13.00 /hour

**Apply in person at Rippling River Resort, 4321 M-553, Marquette, Michigan 49855.**