

TEMPORARY EMPLOYMENT OPPORTUNITY

Date: April 3, 2021

RECREATION ASSISTANT

Title

Gift Shop Associate

Functional Title

LOCATION: Blackwater Falls State Park

NUMBER OF POSITIONS: 8

DUTIES: Under general supervision, temporary employee receives checks out guests; operate cash register, credit card verification machine, stocks shelves, may perform housekeeping duties in the gift shop; cleans and inspects restrooms; assist guests and general public in providing requested information and services; performs related work as required. Checks and cleans public restrooms in area of assignment.

SPECIAL REQUIREMENTS: Ability to maintain effective working relationships with other employees and the public. Ability to prepare clear and concise reports.

PHYSICAL EFFORT AND WORK ENVIRONMENT: Ability to learn quickly and perform efficiently the duties assigned, ability to meet the public and use good judgment. Preference is given to individuals possessing a high school diploma or better and typing skills. Must be able to work well with others, must be able to serve guests in a positive and friendly manner.

DATES OF EMPLOYMENT: May 1, 2021 through November 1, 2021

WAGE RATE: \$10.00/Hr.

TO APPLY: Send completed Application for Temporary Employment to the attention of the superintendent of the above listed recreation area.

The State of West Virginia is an Equal Opportunity Employer