



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

Seasonal Gate Attendant/Groundskeeper Job Description

Job Title: Seasonal Gate Attendant

Immediate Supervisor: Seasonal Park Manager

FLSA Designation: Part-time, Exempt

Work Environment: Bandera City Park

Schedule: 8:00 am to 8:00 pm, Saturday-Sunday and specified major holidays

Salary: \$13.00 /hour

Position Description:

Under the direct supervision of the Seasonal Park Manager, the Seasonal Gate Attendant is responsible for greeting visitors at the front gate and taking payments upon entry. Duties include, but are not limited to:

- Greet customers at the gate and provide friendly and excellent customer service
- Collect park entrance fees in exchange for correct wristbands for each customer
- Must check ID cards of customers who fall under discounted pricing
- Inform customers of park rules and proper parking arrangements
- Show up to work in proper uniform
- Remove litter and trash from parks
- Clean restrooms and replenish supplies
- Prepare park for special events
- Other duties as assigned

Physical Demands:

The Seasonal Gate Attendant/Groundskeeper will be required to work in an outdoor environment and withstand various weather conditions such as extreme heat, sun, and rain.

Education/Experience Required:

- Adequate mathematical skills
- Cash handling experience required

Skills and Abilities:

- Must display a positive attitude and eagerness to learn
- Ability to handle cash and distribute the proper amount of change to customers
- Possess excellent communication and productivity skills, such as oral and written communications, multiple task-oriented, and critical thinking required for problem solving
- Must use considerable tact and courtesy in frequent contact with the public
- Must have a valid driver's license to operate city vehicles and power equipment
- Must be able to work well with others and independently