



Attachment C – Job Descriptions

Tahoe Timber Trails Association has several positions that are rotated between the seasonal employees on a monthly basis. This allows each person the opportunity to work in different areas of the Park and experience a variety of jobs rather than to be locked into one duty. Park patrols, clerical, and specialized maintenance are exceptions and assigned based on individual skills.

Employees are encouraged to arrive within the week before May 1st so they can set up their campsite and become comfortable travelling through the seven miles of road and one way loops within the Park.

Employees begin the first day with Orientation and a chance to meet and ask questions for the first half of the day. They collect their Park shirts, keys, tools, and a golf cart for use during working hours.

Everyone helps to clean up the Park following the winter. Pine needles and pinecones are collected and taken for disposal. The comfort stations need to be re-opened, cleaned, and stocked. This fills the time for the first two weeks. Then everyone begins their specific duties on the 15th, when the Members arrive.

Job Titles & Descriptions:

- Clerical Assistant & Park Patrol
- Comfort Station Attendants
- Lodge Attendant & Grounds Keeper
- Maintenance
- General Campworker

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| <p>Clerical Assistant:</p> <ul style="list-style-type: none"> • Monitor gate entry, phone and radio. • Register guests • Immediately notify Park Manager, or in his absence, the Assistant Manager, of any emergencies. • Relieve Office Staff for lunch and/or breaks on designated days. • May be called upon to assist the Senior Clerk or Office Clerk. • Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee. • Assist with emergency Park evacuation as assigned. <p>Other duties as assigned</p> | <p>Park Patrol:</p> <ul style="list-style-type: none"> • Deliver emergency messages in a timely manner. • Perform evening Park patrols using Association provided vehicle to insure the safety and security of the Park. Patrol times and routes will be varied. • Immediately notify Park Manager, or in his absence, the Assistant Manager, of any emergencies. • Bag ice and refill freezers. • Cover swimming pool and lock same at 8:00 p.m. Lock Harris Hall (the Lodge) at 10:00 p.m. • Relieve Clerical Assistant for a break. • Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee. • Assist with emergency Park evacuation as assigned. <p>Other duties as assigned which may include, but not be limited to, changing light bulbs, stocking comfort stations</p> |
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Lodge Attendant:

- Makes coffee at 8 am – noon for Members and Guests to enjoy
- Cleans up coffee area and removes supplies for the following day
- May receive money for and dispenses frozen products.
- Restocks vending machines
- Responsible for the cleanliness, operation and maintenance of Harris Hall (The Lodge) in its entirety including the laundry room.
- Committees or groups that have reserved the use of Harris Hall will be responsible for security, cleanliness, and equipment during such use.
- Hours and rules of pool operation are as posted and established by the Board of Directors. People using the pool shall assume all responsibility.
- Remain on Harris Hall premises at all times while on duty.
- Make recreational equipment available to Members and registered Guests from the materials on hand. If required, collect money for the use of same.
- Report any needed facility repairs to the Park Manager.
- Monitor supplies and requisition as needed.
- Immediately notifies management when Harris Hall and/or pool rules are not being observed by Members or their Guests.
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee.
- Assist with emergency Park evacuation as assigned.
- Treats all Members, Guests and Employees in a professional and courteous manner.

Other duties as prescribed by the Park Manager.

Lodge Attendant & Grounds Keeper:

- Operate equipment generally associated with the care and maintenance of Harris Hall (The Lodge) and the surrounding grounds.
- Maintains all grassy areas and grounds surrounding the pool at Harris Hall.
- Monitor the ice making equipment and bags ice.
- Visually inspects golf carts at the charging station for proper permits.
- Report any needed facility or equipment repairs to the Park Manager.
- Must remain on Harris Hall premises at all times while on duty unless reassigned by mgmt.
- Lock and unlock the fenced pool area and enforces rules for usage of the swimming pool. Hours and rules of pool operation are as posted and established by the Board of Directors. People using the pool shall assume all responsibility.
- May make recreational equipment available to Members and registered guests from the materials on hand. If required, collect money for the use of same.
- May receive money for and dispenses frozen products.
- Restocks vending machines
- Monitor supplies and requisition as needed.
- Treats all Members, Guests and Employees in a professional and courteous manner.
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee.
- Assist with emergency park evacuation as assigned

Other duties as prescribed by the Park Manager.



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| <p>Maintenance:</p> <p>Comfort Stations:</p> <ul style="list-style-type: none"> • On Monday and/or Friday, clean and sanitize each station as follows: • Thoroughly clean basins, toilets, shower and urinal with chemicals provided. • Clean mirrors. • Wipe partitions, basin back walls, windows, window ledges, sweep and mop the floors. • Empty waste containers. • Refill all paper and soap dispensers. • Clean outside sinks and sweep walkways • Remove cobwebs inside and outside of building. • Revisit restrooms on Fridays and holidays. Replenish paper products and soap. Empty trash containers. • Non-slip shoes, rubber gloves, and eye protection must be worn while cleaning Comfort Stations. • Any problems and hazardous or unsanitary conditions noted at a Comfort Station that cannot be immediately remedied must be reported to the Park Manager. • Cleaning chemicals will not be mixed. <p>Assist with as assigned:</p> <ul style="list-style-type: none"> • General maintenance including, but not limited to, repairing faucets, changing light bulbs, painting structures and road signs, and minor repairs to roads, structures, plumbing, and electrical • General landscaping and park beautification including, but not limited to, clearing brush, raking pine needles, maintaining drains and culverts. • Honeywagon responsibilities • Filling of Member's propane tanks • Emergency park evacuation. • Report hazardous conditions that cannot be repaired immediately to Assistant Manager. • Responsible and accountable contents of any Association vehicle entrusted to Employee. <p>Other duties as prescribed by the Park Manager.</p> | <p>General Campworker:</p> <p>Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee.</p> <p>This position is not generally assigned specific duties or responsibilities on a regular basis but may be called upon to perform such duties as:</p> <ul style="list-style-type: none"> • Pool maintenance • Assist with general maintenance including, but not limited to, minor repairs to roads, structures, plumbing, and electrical. • Assist with general landscaping and Park beautification including, but not limited to, clearing and hauling brush, raking pine needles, maintaining drains and culverts. • Assist with Honeywagon responsibilities as assigned. • Immediately report any noted hazardous conditions to Management. • Assist with emergency Park evacuation as assigned. <p>Other duties as prescribed by the Park Manager.</p> |
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