

A great opportunity to use your customer service skills. Work one-on-one with customers selling snow passes, rental equipment, and lessons as well as answering any questions they may have. This position needs knowledge of how other departments work and be able to work with them to make sure our guests have a good experience. This position requires someone who works well during busy times and can multi-task.

Responsibilities and Duties include but are not limited to...

- Responsible for all monetary amounts located on Paoli Peaks premises.
- Preparing training material and training of cashiers and front office personal.
- Clear knowledge and understanding of SOP.
- Reconciliation of vending machines and lockers in multiple areas.
- Handling Daily operations of schedules, money, closeouts of cashiers, handling any complaints or concerns generated.
- Processing online sales as they are completed and preparing to mail.
- Providing Assistance to Customers in the form of phone, email and face-to-face
- Answering phones, checking messages, returning calls.
- Completing all paperwork and maintaining clear and concise records of money accounts, purchases and closeouts.
- Scheduling of Front Office, Ticket areas and cafeteria cashiers.
- Finalize the day's sales and process bank deposits as well as deliver.
- Selling tickets, season passes, lessons, and "PP" merchandise.
- Processing and printing of all season passes including employee, ski patrol and MTM.
- Working a cash register at ticket counter as well as the café- making cash and credit card transactions.
- Greeting guests in a friendly and professional manner according to "PP" standards.
- Providing guests with information about "PP" policies, services and general facility information as well as information on surrounding area accommodations and attractions.
- Other duties may be assigned based on needs of the business.

Qualifications

- Cashier experience is a plus, but not mandatory.
- Must have basic phone, computer and typing skills.
- Must have basic money counting and handling skills.
- Must have good communication and time management skills.
- Must be Outgoing, Responsible, Reliable, Professional and Hygienic.
- Must be able to work extended hours, weekends and holidays.
- Must be team and people oriented.
- Must be well organized.
- Ability to function well in busy atmosphere
- Ability to perform task by written or verbal instruction

Additional Job Notes:

- Position is Full Time Seasonal, running from early October through mid-March.
- Work weeks run around 40 hours per week through October and November and can range from 50-70 hours a week through the end of the seasonal period.
- Benefits include discounted food during operating hours, personal season pass and rentals for skiing/snowboarding, discounted season passes and rentals for family members, and snow tubing tubing benefits.
- This position does not include any health insurance benefits.

Please email any questions or comments to dfarmer@paolipeaks.com. Thank you!
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