

Fishers Island Development Corporation

JOB OPENING: Gate House Attendant

Gate House Attendant

The Fishers Island Development Corporation is seeking qualified candidates for the spring/summer season. All applicants must be able to work weekends and holidays.

Job Type: Position: **Part Time Temp Seasonal** (with potential to become permanent)

Job Description: Includes but is not limited to the following.

1. Controls access to the east end of the island through the gate pass process.
2. Communicates in a manner that is open, honest, and responsive in all situations.
3. Monitors the entrance and exit, acts to prevent unapproved entry and reports any such entry to the supervisor.
4. Must follow and enforce all FIDCO policies and procedures in regard to east end entry with no unapproved exceptions.
5. Must be computer literate and capable of learning new computer programs and systems.
6. Prepares logs or reports as required; maintains and updates computer database.
7. Collect payments, process credit cards and prepare stickers and passes for guests.

Salary: Starting pay \$19 per hour

Requirements:

Must be a full-time Fishers Island Resident

High School education or equivalent

Must have computer experience and be proficient in MS Word and Excel

Must be able to use email applications and include attachments

Must pass mandatory drug screen

Must pass criminal background check

Must be able to work varied hours including weekends and holidays

Must be available for the entire season

The gate house is a drug free and smoke free work environment.

Applications available at www.fidco.us

Completed applications can be dropped at the office, the gate or emailed to fidco@fidco.us