

JOB TITLE: Park Services Supervisor
ORGANIZATIONAL STRUCTURE: Reports to the General Manager
FLSA STATUS: Exempt
DEPARTMENT: Operations



POSITION SUMMARY: This position oversees the day-to-day operations of the Park Services Department. Ensure that all needs and expectations of guests are met and exceeded.

KEY DUTIES AND RESPONSIBILITIES

- Responsible for the general cleanliness of the park including walkways, restrooms, parking lots, trash cans and general areas.
- Organization and delegation of daily tasks to the seasonal teams. Provide direction to employees regarding operations and procedural issues while developing employees by providing ongoing feedback and establishing performance expectations.
- Purchase and distribute custodial supplies, and oversee janitorial and cleaning inventory supplies for all facilities.
- Maintaining the highest standards of safety within the park and parking lots.
- Develop and maintain a company culture focused on safety and guest service.
- Develop and administer training programs for seasonal staff.
- Work closely with Human Resources to ensure adequate staffing levels.
- Responsible for monitoring the daily labor reports and maintaining appropriate staffing levels, while staying within budget constraints.
- Provide direction and supervision of line employees on a daily basis.
- Assist with holiday promotion set-up and tear-down.
- Assist Security and Maintenance with off season projects.
- Participation in Manager on Duty as assigned.
- Other duties as assigned.

SKILLS, REQUIREMENTS, AND QUALIFICATIONS:

- 2-5 years of supervisory experience in a similar field.
- Must have a valid WA driver's license.
- Communicate effectively and appropriately with all guests, co-workers and management.
- Must be a self-starter, able to multi-task, work independently and have a positive attitude.
- Excellent analytical and communication skills.
- Management: ability to organize and manage multiple priorities.
- Advanced computer proficiency.
- Must be able to work varied shifts, including holidays and weekends.
- General math skills including, but not limited to basic algebra, addition, subtraction, multiplication, division and the ability to read measurements.
- Commitment to company values.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to thirty pounds, frequently lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level is generally moderate to high.

Please submit resumes and salary requirements to:
Mary Bigham, Human Resources Manager,
HRdept@wildwaves.com
Equal Opportunity Employer