

# Gate Attendant

2025

## Job Requirements:

- Minimum age is 14 years on or before May 23, 2025
- Reading and writing skills at a level appropriate for the applicant's age.
- Able to follow written and verbal instructions.
- Able to make correct change using the cash box(bills and coins).
- Able to appear on time as scheduled for work.

## Duties and Responsibilities:

- Report to work as scheduled by the Beach Supervisor/Village Trustees
  - Maintain a position at the entrance of the Beach
  - Inspect Beach patrons for current Beach Tag or Guest Pass.
  - Conduct sale of Beach Passes to patrons wanting entrance to the Village Beach.
    - *Any Beach Attendant allowing entrance to patrons without proper passes/tags/payment is subject to administrative action up to termination of employment.*
  - Gate Attendants are to remain attentive and in uniform while on duty. Sitting or reclining in beach chairs is permitted. Gate Attendants are allowed to read, listen to music or other multimedia that does not distract the Gate Attendant from the performance of their duties. NO headphone/earbud usage.
  - Gate Attendants are responsible for accurate time cards as well as completion of all required employment documentation as required by the Village of Oakwood Hills and the State of Illinois. *Falsification of documents or failure to complete required employment forms are cause for dismissal.*
  - Gate Attendants are expected to provide general cleaning and maintenance duties to the Beach area, included but not limited to..
    - Debris/Trash removal (**3 times**)- *beginning of shift, halfway through shift, end of shift*
    - Ranking of Shoreline (**3 times**)-*beginning of shift, halfway through shift, end of shift*
    - Ranking of all Sand areas(1 time)- *end of last daily shift*
    - Monitor the pier of unauthorized use
- ★ Gate Attendants are temporary employees of the Village of Oakwood Hills and can be expected to be scheduled for work shifts between Memorial day and Labor Day.
- ★ People entering the Beach by force are not to be restrained or confronted. The Gate Attendant is to contact Oakwood Hills Police Department and advise them of the situation, as well as contact the Beach Supervisor/Beach Trustee.

I have read and understand the above expectations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_