

## **Rock Bridge Memorial State Park Host Duties**

Columbia, Mo.

Number of Hosts	Months Available	Pay Mileage?	Contact
1 Handy Host 1 Office Host	April-October	Yes	573-499-7402

**We are a mostly a Day Use Only park. Sunrise to sunset. We have free laundry facilities on site and if the hosts have particular skills or interests that support the MO State Park Mission, we will try to foster their abilities. Please contact us if you have any questions.**

### **Handy Host Duties:**

- Check restrooms for cleanliness before the end of each shift to ensure an adequate supply of toilet tissue is available. Any instance is to be reported to park staff immediately
- Hanging and removing reservation cards on shelters posts prior to arrival and after departure
- Check and clean Special Use Area Camping prior to arrival and after departure of groups
- Mow Day Use areas, trails, fire lines, and trailheads with a riding lawn mower and/or tractor
- Assist with repair projects in the park
- Patrol and pick up trash in the park day use areas and trails
- Provide the best customer service possible to all park visitors

### **Office Host Duties**

- Provide park information to all visitors that come to the office
- Take program, shelter and camping reservations
- Sell gift store items
- All sales and fees collected must be entered in to the RS2 System at time of sell. You are responsible for ensuring the correct amount is collected and accounted for. You are responsible for the money used at the start and end of your shift. Complete all sales report at the end of each shift. Ensure that all funds are placed in the safe at the end of each shift. Close and lock park office at the end of each shift
- Clean park office
- Restock office handouts when needed
- Answer all telephone calls about park facilities and direct other calls where needed
- Check shelter reservation to ensure the reservation cards are ready to post each day
- Assist with programs and events
- Provide the best customer service possible to all park visitors.