

**OCEAN LAKES FAMILY CAMPGROUND
STORAGE STAFF I**

- A. REPORTS TO:** Operations Manager
- B. PURPOSE OF POSITION:** Safely expedites storage trailer movements to and from the campsites in coordination with other Storage teammates and shift leader.
- C. CLASSIFICATION:** Hourly – Non-Exempt – Pay Grade 7
- D. DEPARTMENT:** Storage
- E. DUTIES AND RESPONSIBILITIES:**
- Transports storage trailers to their intended or requested destination (On's, Off's, Moves). Assignments will be made by the department manager, office supervisor, or lead storage driver.
 - Repositions assigned storage trailers from campsites and places back in the storage yard safely, without damage and in accordance with the Storage Lot Organization Chart.
 - Assists in training teammates with current and new operational processes and procedures.
 - Dispatch assignments and guest requests when needed.
 - Coordinates special repair requests with OLRVC/outside vendor with associated Storage trailer.
 - Scheduled to be "on-call" after regular shift hours.
 - Thoroughly inspects and documents, in detail, any preexisting damage on all camping units that are being placed into storage for the first time, interacting with customers, and places the Storage Identification number in the proper place.
 - Reports any damage involving a Storage trailer, Storage department assigned vehicles, or any incident occurring on The Jackson's Company property, to the Operations Manager or Storage Supervisor without delay and in proper manner. Security Patrol will be contacted for incident reporting by the lead driver or Operations Manager.
 - Possesses a valid Driver's License and is required to pass a South Carolina DOT physical.
 - Keeps Storage Tow Vehicle clean and in good running order, reporting any safety issues or discrepancies immediately to the department manager, office supervisor, or lead storage driver.
 - Maintains Storage lot areas cleanliness (keeps shed area organized, grass mowed, wood and trash picked up, etc.).
 - Applies herbicide and pesticide to all storage areas when needed.
 - Provide outstanding guest service at every opportunity.
 - Promote a positive relationship with team members in all departments and divisions.

- Understanding of internal controls.
- Maintain confidentiality of information.
- Ability to interact well with others in a team environment.
- Additional duties as assigned.

F. SAFETY RESPONSIBILITIES AND REQUIREMENTS:

- Actively demonstrate, encourage, train and model safety rules and guidelines, in accordance with Company, along with local, state and federal law requirements.
- Investigate loss producing incidents and review prevention recommendations with all employees.
- Actively participate in the safety meetings, if requested by Management, providing and documenting safety training, if applicable, and offering improvement suggestions. Ensure that all safety equipment is used at all times, i.e. safety harness, eye protection, hard hats, gloves, etc.
- Report safety or hazard concerns to management.
- Report any work-related injury to management.
- Take personal responsibility for safety every day.

G. QUALIFICATIONS/REQUIREMENTS/EXPERIENCE/EDUCATION:

- The knowledge of and ability to use basic maintenance tools and equipment is helpful.
- The knowledge of and ability to use and understand Parkman and company computer system is helpful.
- Be familiar with Camping trailers, towing, and general RV operations.
- High School Diploma or GED is helpful.
- Must have reliable transportation.
- Must have a valid driver's license.
- Must have the ability to work on site for all scheduled hours.
- Positive attitude and professional communication skills.
- Physical requirements should include frequent lifting up to 50 lbs., active movement, walking, standing, pushing, pulling, and bending.
- Physically able to stand and walk for extended periods of time.
- Must be able to perform outdoor physical labor in varying weather conditions.

H. SCHEDULE:

- Ocean Lakes Family Campground operates 7 days each week. Employees must be available to work a flexible schedule, including weekends and/or holidays as well as overtime hours as necessary.

General sign-off: This job description is not all inclusive. The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: _____ Date: _____