



**Employment Opportunities
2023**



Job Title: Housekeeping

Job Description: To be a part of a team that takes pride in providing outstanding, professional, and friendly service to our guests. This position requires the ability to multi-task and work well under pressure in a very fast paced environment. You must enjoy working outdoors and working in a “Hands On” environment. You must be a team player and work well with your co-workers. You must be friendly and have a general knowledge of Maple Park and be able to give information and direction when asked by one of our treasured guest. You must be flexible and be able to work holidays and weekends. You must have a valid Driver’s License. It is necessary to be able to lift 35 lbs and work with cleaning solutions.

Job Responsibilities

Employees who work in the Housekeeping department will perform a variety of daily tasks. Some of these tasks may include but will not be limited to:

1. Cleaning indoor/outdoor showers and restrooms and stock supplies
2. Cleaning Rental Trailers and Cabins
3. Cleaning Laundromat
4. Cleaning Cranberry Lodge (Activity Center)
5. Clean Ice Cream Shack when necessary.
6. Clean Office and Retail Store in the evening after closing
7. Clean Arcade

Maple Park is an all-weather campground. There may be times when you will be called upon to work in inclement weather conditions. Please bring proper rain gear and be prepared.



Job Title: Reservationist

Job Description: To be a part of a team that takes pride in providing outstanding, professional, and friendly service to our guests. This position requires good organizational skills, the ability to multi-task and work well under pressure in a very fast paced environment. Knowledge of computers and phones are a plus. Making reservations requires you to ask lots of questions and provide lots of information, good communication skills are a must. Guests services begins and ends with reservations, good communications skills, professionalism, and providing outstanding customer services keeps our guests coming back year after year.

Job Responsibilities:

- Learn customized reservation program and telephone systems. Our customized reservations program is designed and used to make reservations.
- Answer telephones with a calm friendly greeting and provide outstanding customer service.
- Perform a variety of office tasks, such as making copies, sorting mail, printing daily reports, filing, making telephone calls for balances and supporting the General Manager and Office Manager with daily administrative tasks.
- File daily check-in and liability forms.
- Print on-line check-in forms.
- Prepare daily check-in packets.
- Manage daily check-in/check-outs on the reservation system and work closely with Rangers to ensure sites are ready for next check-ins.
- Write up maintenance reports and report problems to the maintenance department as they are received.
- Print daily closing balance report and transaction history report and balance it with your cash draw at the end of your shift. Report any discrepancies to the Accountant.
- Clean, stock, and prepare work area/desk for next person.



Job Description for the Snack Shack

Must like to work hard, yet have fun in this positive environment, Good Customer Service Abilities are important. It is Helpful to be able to lift moderate weight of 10-30 pounds, and bend, reach and stand for long periods of time. Basic Food Safety knowledge important and will be taught.

Each staff member is required to do the following at different times and depending on the station you are working at.

- Greet customers, take orders, ring in sales, and assist in delivering food to customers
- Simple but busy tasks related to keeping up coffee/iced coffee supply and other beverages.
- Assist in filling orders, stocking snacks and fridge with necessary drinks, condiments, etc.
- Dish washing
- Food preparation (mainly sandwiches burgers, and smoothies) whether assisting or as main cook
- Assist manager with taking inventory and receiving orders from vendors.
- Maintaining cleanliness of outside eating area
- Helping maintain organization of the Snack Shack
- Following all procedures related to opening and closing from handling money to mopping floor.

*Understand hours fluctuate depending on time of season.



Job Title: Store Employee

Job Description: To be a part of a team that takes pride in providing outstanding, professional, and friendly service to our guests. This position requires good organizational skills, the ability to multi-task and work well under pressure in a very fast paced environment. Knowledge of computers and phones are a must. Good communication skills, professionalism, and providing outstanding customer service guarantees our guests will return year after year.

Job Responsibilities

Store Employee:

- Provide friendly customer service and maintain customer satisfaction.
- Take inventory from vendors and enter it into system.
- Maintain cleanliness of store and ensure displays are stocked appropriately.
- Ensure store books are up-to-date.
- Ensure money draw is accurate for opening.
- Ensure appropriate closing procedures are conducted.



Job Title: Maintenance

Job Description: To be a part of a team that takes pride in providing outstanding, professional, and friendly service to our guests. This position requires the ability to multi-task and work well under pressure in a very fast paced environment. You must enjoy working outdoors and working in a “Hands On” environment. You must be a team player and work well with your co-workers. You must be friendly and have a general knowledge of Maple Park and be able to give information and direction when asked by one of our treasured guest.

Job Responsibilities

Employees who work in the maintenance department will perform a variety of daily tasks. Some of these tasks will include but not be limited to:

1. Mowing grass and weed eating.
2. Cleaning fire pits.
3. Stocking wood in the General Store.
4. Raking leaves.
5. Carpentry and building projects, may include painting.
6. Basic electric and plumbing.
7. Filling propane cylinders.
8. Continual upkeep of our rental trailers.

Maple Park is all weather campground. There may be times when you will be called upon to work in inclement weather conditions. Please bring proper rain gear and be prepared.



Cape Cod Maple Park

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch : _____ From: _____ To: _____
Rank at _____ Type of _____
Discharge: _____ Discharge: _____

If other than honorable, explain: _____

Additional Information

Please give us any additional information that you feel makes you well suited for employment with us. (Hobbies, interests, extra-curricular activities, honors, awards, etc.)

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____