



Lost & Found Staff Job Description

Position: Lost and Found Staff

Updated: September 2021

Supervisor: Lost & Found Manager

Overview:

Stationed at Lost and Found counter to aid the public in relocation of lost items. Retrieve automated messages and attempt to locate lost items. Contact individuals regarding their lost item and coordinate customer pick-up.

Essential Functions/Responsibilities (to include, but not limited to the following):

- Responsible for collecting all lost items.
- Sort out all lost and found items.
- Log and tag all items.
- Retrieve all automated reports.
- Call on all reports whether items have been found or not.
- File all reports and receipts.
- Fax stolen item reports to Henniker Police Department.
- All other duties as assigned.

What we expect of you:

Organize the items in Lost and Found and attempt to return them to their owners. Assist guests in attempting to relocate items in person, via the phone, or messages left. Read the attached Job Hazard Assessment.

Requirements:

- Light duty job with some lifting.
- Background check.
- Minimal standing.
- Ability to work weekends and holidays.
- Work well with other team members.
- Wear uniform at all times while on duty.

What to expect from us:

Generally, work schedules are six days per week. Schedules are influenced by weather conditions and guest attendance, most full time employees work 45-55 hours per week, part time positions are available. Pats Peak provides uniforms; you need to provide warm footwear (boots), gloves, snow pants, hat, sunglasses, etc. as applicable to your position at Pats Peak. Employment for the season is usually from the beginning of December through the end of March. We offer free skiing, rentals and lessons (all with supervisor approval); meal discounts and discounts in our retail shop.