

Position Posting

Gate House Attendant

2:45 PM thru 11:00PM

Assignment is two days a week on Saturday and Monday

Interested candidates may pick up a application at the Member Center

See attached Job Description

Falling Waters - Davis Boulevard

Falling Waters Front Gate Shift Duties

6:45 AM Thru 2:45 PM

1. Arrive at the gatehouse before 6:45 A.M. and reboot the computer upon arrival
2. Unlock kitchen door and two side doors at the Clubhouse
3. Check notebook for messages or notes left by previous shift gate attendant
4. Check monthly calendar for any special events scheduled for the day
5. Organize Guest and Renter Envelopes
6. All telephone calls should be answered: Falling Waters Front Gate <Your First Name> Speaking how may I help you"
7. All Gate Attendants will make every effort to stand and greet each vehicle entering through the bar code lane
8. Use of computer. When visitor arrives touch the screen on search by resident last name or property address. If they are on the visitor list or voice messenger system, issue them a daily pass. If they are not on either, call the resident before granting entry. If the resident fails to answer, do not allow entry
9. Always act in a courteous and professional manner. Greet guest and visitors in a friendly manner. Remembering that you make a first impression on all that enter Falling Waters
10. Follow all Gate House procedures outlined in the Gate Procedures Manual
11. Before the next shift arrives please make sure the gatehouse is clean and that your garbage has been removed. Please leave the gatehouse cleaner than you found it
12. Log hours worked onto time sheet. Do not log hours in advance.
13. Any questions or problems, please contact Gate Supervisor.

2:45 PM Thru 11 PM

1. Arrive at Gatehouse at least fifteen (15) before shift is to start and get information from day shift.
2. Check notebook for messages or notes left by previous shift gate attendant
3. Check monthly calendar for any special events scheduled for the day
4. Organize Guest and Renter Envelopes
5. All telephone calls should be answered: "Falling Waters Front Gate" <Your First Name> Speaking how may I help you"
6. All Gate Attendants will make every effort to stand and greet each vehicle entering through the bar code lane
7. Use of computer. When visitor arrives touch the screen on search by resident last name or property address. If they are on the visitor list or voice messenger system, issue them a daily pass. If they are not on either, call the resident before granting entry. If the resident fails to answer, do not allow entry.
8. Always act in a courteous and professional manner. Greet guest and visitors in a friendly manner. Remembering that you make a first impression on all that enter Falling Waters
9. Follow all Gate House procedures outlined in the Gate Procedures Manual
10. At 10 PM clean the counter area. Take the patrol log, flashlight and keys #1 and #2 and begin patrolling the area. All areas of the development will be patrolled. During patrol, check the clubhouse and pool area. Enter the pool area by the right-side gate. Enter the clubhouse by the kitchen door and check that the front door has been dead bolted and the other doors are locked and all fans and lights are off. Exit through kitchen door. Check the other pool entry gate

to ensure that it is closed. Walk around the pool and make sure the pump room and restroom doors are locked. Check the Member Center doors. After patrol is finished return to the gatehouse and complete log. Make sure the gatehouse is clean and all garbage is removed. Turn off lights, TV and air conditioner.

11. Log hours worked onto time sheet. Do not log hours in advance.
12. Any questions or problems, please contact the Gate Supervisor.