



## **Friedman Memorial Airport Seeks Seasonal Airport Terminal Hosts/Information Officer**

Posted Date: 11/06/17  
Deadline to Apply: 11/30/17  
Estimated Employment Period: 12/15/17 – 01/02/18  
Wage: \$14/hr.

The Friedman Memorial Airport in Hailey, Idaho is seeking qualified applicants for seasonal Airport Terminal Host/Information Officers. This position shall be responsible for offering assistance and information to passengers in need to include:

- Responds to public with courteous and good will
- Answers general questions, provides directions and provides local area maps
- Communicate with Airport Operations when a safety or security issues arises
- May assist with local hospitality events held in the terminal
- Provide ongoing pick up of trash and debris to ensure cleanliness of the terminal and outside areas

Application information is available online at [www.iflysun.com](http://www.iflysun.com) or in the Friedman Memorial Airport Manager's Office, 1616 Airport Circle, Hailey, ID 83333. Applications/Resumes will be accepted until November 30, 2016. Qualified Candidates may submit their qualifications and anticipated salary requirements to [lisa@iflysun.com](mailto:lisa@iflysun.com) or deliver them to the Airport Manager's Office.

*Friedman Memorial Airport is an Equal Opportunity Employer and a Drug Free workplace. The Friedman Memorial Airport Authority is committed to compliance with Federal and State laws requiring that the Airport only hires workers who are lawfully entitled to work in the United States (U.S. citizens or nationals and non-citizens with valid work authorization) without discrimination. As such, the Airport participates in the E-verify Program established by the Department of Homeland Security and the Social Security Administration to aid employers in verifying employment eligibility of all newly-hired employees. Our participation in the E-Verify program does not exempt us from the obligation to obtain a complete Form I-9 from every employee we hire.*



## **JOB DESCRIPTION**

**Friedman Memorial Airport – Seasonal Airport Host/Information Officer**

**Hourly Rate: \$14/hr.**

**Supervisor: Lisa Emerick**

### **Minimum Qualifications**

- Ability to understand and follow oral and written instructions
- Must be able to communicate effectively orally and in writing
- Ability to complete records and reports
- Possess sound judgement, resourcefulness and initiative
- Ability to communicate and perform in a courteous and professional manner
- Must present a professional appearance
- Ability to think and act quickly in emergency
- Ability to work flexible work hours to include early mornings, nights, weekends and holidays
- Must be a resident of Blaine County, Idaho
- Must be able to comply with Friedman Memorial Airport policies and procedures
- Must be willing to submit to a pre-employment drug/alcohol screening

### **Essential Functions**

- Ability to offer assistance and information to passengers in need
- Responds to public with courteous and good will
- Answers general questions, provides directions and provides local area maps
- Communicate Airport Operations when a safety or security issues arises
- May assist with local hospitality events held in the terminal
- Provide ongoing pick up of trash and debris to ensure cleanliness of the terminal and outside areas

### **Additional Functions/Requirements**

Performs other duties as required.

May be working in diverse weather conditions

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 75 lbs).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks may require exposure to such environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

*Friedman Memorial Airport is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Airport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.*