

GATEHOUSE ATTENDANT – FULL-TIME

Location: Park City, UT, US

Company: Sea to Ski Property Management

Shift Type: Full-Time

Sea to Ski Property Management is looking for a reliable, experienced Gatehouse Attendant at a premier luxury ski-in/ski-out development in Park City, Utah. We pride ourselves on providing an unparalleled level of service, security, and hospitality to our residents and their guests.

The Gate House Attendant serves as the first point of contact for residents, guests, and vendors entering the community. This role combines hospitality and security functions, ensuring that access is managed professionally while delivering a warm, welcoming experience that reflects the community's luxury standard. Key responsibilities include:

– Access Control & Security

- Monitor and manage entry and exit of residents, guests, contractors, and delivery personnel.
- Verify credentials and maintain detailed entry logs.
- Conduct regular communication with security and property management teams.

– Hospitality & Customer Service

- Provide a courteous, professional, and welcoming experience at all times.
- Assist residents and guests with directions, information, and community guidelines.
- Answer phones and respond promptly to inquiries or requests.

– Operational Support

- Maintain accurate daily reports and visitor records.
- Monitor security cameras and gate equipment, reporting any issues promptly.
- Assist with emergency response procedures when needed.

Qualifications:

- Previous experience in hospitality and luxury residential communities.. Experience in security, law enforcement, or military is preferred.
- Strong communication and interpersonal skills with a customer-first mindset.
- Ability to remain calm, professional, and diplomatic in all situations.
- Effective time management and ability to adapt to changing situations.
- Exceptional organizational and documentation skills to outline, plan, and report on work.
- Teamwork focused with a positive, solution-oriented attitude.
- Ability to work both early/late hours and weekends
- Ability to work on both indoor and outdoor settings, depending on the task at-hand.

Compensation and Benefits:

- Medical, Dental, and Vision insurance
- Healthcare Savings Accounts & Dependent Care Flexible Spending Accounts (for eligible plans)
- 401(k) retirement plan (eligible to contribute after 12 months of service)
- Paid Parental Leave for eligible parents
- Generous employee wellness benefit (ski pass, gym membership, spa treatments, or other)
- Flexible Paid Time Off (PTO), Sick Time, and Bereavement Leave

We are looking for team members who are passionate about their work and the community around them, who make it their mission to ensure our clients receive the best possible service and who bring a sense of self and fun to all they do. Come join our team. **Sea to Ski – We Treat Your Home Like Our Own**

Sea to Ski Property Management is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other status protected by applicable law.