

Job Descriptions

About Stoney Creek:

We are a family owned and operated business located in Osseo, Wi. Our campground has over 230 sites including RV sites, tents, and cabins/cottage rentals. We see over 1,000 people through our property in a weekend. We pride ourselves on our family-friendly atmosphere and customer service and we are looking for staff who can uphold these principles. All jobs are seasonal. Our season is from April to November; approximate time frame for each position listed in job descriptions below. We are proud to be an equal opportunity employer and business.

Please review your desired position's job description carefully before applying.

[Online Application Here](#)

Approximate hiring window: January 1st-February 15th

Front Desk

Requirements:

- Must be 14 years or older
- Reliable Transportation
- Available on weekends
- Outgoing & Customer Oriented
- Computer experience and knowledge of MS Office (especially Excel and Word) and ability to learn new software as it becomes available
- Basic money handling ability
- Problem-solving skills

Duties:

- Front Desk staff revolves between the main office and our guard shack.
- Desk duties include but are not limited to: greeting guests, answering phone calls and emails, checking in and out guests for camping reservations and golf cart rentals, addressing customers questions and complaints, keeping the main office area clean including the immediate outside area (sweeping, mopping, sanitizing, etc.)
- Store duties include but are not limited to: learning our POS system, completing store transactions, tracking inventory, stocking/organizing/cleaning the gift shop and it's surround areas (sweeping, mopping, folding clothes, sanitizing, etc.)
- Guard shack duties include but are not limited to: greeting guests as they drive into the park, checking vehicle passes, learning our computer system for transactions with guests and visitors, checking in campers, walking to and from vehicles/campers for check-ins.
- Other requirements for this position include using Microsoft programs (such as word, excel, and publisher), running some basic activities during shifts, standing for extended periods of time

Timeline/hours:

- Training begins in February
- We are open for camping April 1st to November 1st (approximately, dependent on weather)
- Limited staff are given opportunity to work (park-time) through the winter months for phone reservations and store upkeep
- Hours available during our regular season (Memorial Day to Labor Day) 20-40 hours per week. Hours available during off-season (April to Memorial, Labor Day to Nov 1) 10-20 hours per week.
*Discuss desired hours with your direct supervisor. Hours given based on availability and seniority.
- Office hours change throughout season but fall within 7am-11pm. General front desk shifts are 6-10 hours.

Reservations

Requirements:

- Must be 16 years or older
- Reliable Transportation
- Available on weekends
- Outgoing & Customer Oriented
- Strong Communication Skills
- Knowledge of MS Office (especially Excel and Word) and ability to learn new software as it becomes available
- Basic money handling ability
- Good organizational and multi-tasking abilities
- Problem-solving skills

Duties:

- Same as listed above for Front Desk
- Reservation duties include but are not limited to: learning our reservation system and policies, answering phone calls from guests, making and editing reservations

Timeline/hours:

- Training begins in February
- We are open for camping April 1st to November 1st (approximately, dependent on weather)
- Limited staff are given opportunity to work (park-time) through the winter months for phone reservations and store upkeep
- Hours available during our regular season (Memorial Day to Labor Day) 20-40 hours per week. Hours available during off-season (April to Memorial, Labor Day to Nov 1) 10-20 hours per week.
*Discuss desired hours with your direct supervisor. Hours given based on availability and seniority.
- Office hours change throughout season but fall within 7am-11pm. General front desk shifts are 6-10 hours.

Snack Bar Staff: TJ Grill & Morey's Market

Requirements:

- Must be 16 years or older
- Reliable Transportation
- Available on weekends
- Outgoing & Customer Oriented
- Basic money handling ability
- Basic knowledge of cooking procedures, methods, and tools such as grilling, baking, cutting produce, cookware/bakeware, etc.
- Ability to follow state sanitation procedures
- Excellent physical condition and stamina, ability to be on feet for extended time

Duties:

- Snack bar duties include but are not limited to running all daily aspects of the kitchen such as greeting guests, answering questions and/or addressing complains, taking orders from guests, completing transactions on cash register, fulfilling orders, cleaning all areas of the kitchen including equipment, prepping food, stocking and keeping inventory.

Timeline/hours:

- Training begins in April
- TJ Grill is open on weekends starting end of April through May. Then open 6-7 days a week from June to Labor Day, then back to weekends only until we close in mid-October.
- Morey's Market is NEW in 2023 and will not open until mid to late May. Staff hired for this position will have training in early May and the opportunity to work in other areas until the Market opens.
- Hours available per week range from 15-40 hours.
*Discuss desired hours with your direct supervisor. Hours given based on availability and seniority.

Housekeeping

Requirements:

- Must be 16 years or older
- Reliable Transportation
- Available on weekends
- Outgoing & Customer Oriented
- Ability to follow state sanitation procedures
- Strong time management skills
- Attention to detail and knowledge of cleaning products and procedures
- Excellent physical condition and stamina, ability to be on feet for extended time

Duties:

- Housekeeping duties included but are not limited to: cleaning/arranging/sanitizing/maintaining our rental units, bathrooms, and grounds to the state and campground standards. This involves basic cleaning methods (sweeping, mopping, dusting, scrubbing, sanitizing, etc), using a variety of approved cleaning products, following safety and state protocols, operating a housekeeping golf cart, maintaining and laundering towels/cloths, keeping track of supplies, etc.

Timeline/hours:

- Training begins in March
- We are open for camping April 1st to November 1st (approximately, dependent on weather)
- Hours available per week range from 15-30 hours.
*Discuss desired hours with your direct supervisor. Hours given based on availability and seniority.

Groundskeeping

Requirements:

- Must be 18 years or older
- Reliable Transportation
- Strong time management skills
- Experience with a variety of landscaping tools/equipment
- Excellent physical condition and stamina, ability to be on feet for extended time

Duties:

- Groundskeeping duties include but are not limited to: perform regular and periodic groundskeeping duties such as mowing, string trimming, landscaping, garbage collection, site maintenance, amenities upkeep and cleaning, firewood splitting/stacking, following all state and campground safety procedures.

Timeline/hours:

- Position open immediately for part-time hours
- We are open for camping April 1st to November 1st (approximately, dependent on weather)
- Once our season starts, the hours available per week increases. Discuss desired hours with your direct supervisor. Hours given based on availability, time of season, and seniority.

Activities

Requirements:

- Must be 16 years or older
- Reliable Transportation
- Weekends Required
- Strong time management skills
- Strong communication skills, especially with children
- Excellent physical condition and stamina, ability to be on feet for extended time

Duties:

- Activity Staff duties included but are not limited to organizing, planning, prepping and carrying out a variety of campground activities for hundreds of guests. Our activity program is weekends only from April 15 to May 29, then 7 days a week from Memorial Day to Labor Day, then back to weekends only from Labor Day to October 17th. Activities range from 10 minutes to 60 minutes and revolve around each week's theme. Activity examples: BINGO, scavenger hunts, relay races, costume contests, crafts, basketball, gagaball, etc. Activity staff is also responsible for activities and outings with our mascot, Morey the Moose.

Timeline/hours:

- Training begins in April
- Part time hours available in April, May, September, October. More hours available in June, July and August. Our activity program is weekends only from April 15 to May 29, then 7 days a week from Memorial Day to Labor Day, then back to weekends only from Labor Day to October 17th. Discuss desired hours with your direct supervisor. Hours given based on availability, time of season, and seniority.

Arts & Crafts Staff

Requirements:

- Must be 14 years or older
- Reliable Transportation
- Weekends Required
- Strong communication skills, especially with children
- Outgoing & Customer Oriented
- Basic money handling skills

Duties:

- Creating, preparing, and executing a variety of simple crafts for our guests of all ages.
- Develop and maintain a well-stocked craft supply room with inventory
- Collaborate with the camp staff to integrate the campground theme to weekly crafts
- Maintain cleanliness and organization in the craft room

Timeline:

- Crafts occurs 3-4 times a week during the main part of the season (Early June to Late August) and only 1 weekend day during off season (April, May, September, October).
- Any applicant who is directly interested in this position and filling all the hours required, would assist in setting up the set craft schedule for the summer, therefore creating their own schedule.
- This position would also be open to those interested in working multiple departments.

Laser Tag Attendant

Requirements:

- Must be 14 years or older
- Reliable Transportation
- Weekends Required
- Strong communication skills, especially with children
- Ability to learn electronic laser tag system
- Basic money handling skills

Duties:

- Laser Tag attendant duties included but are not limited to: learning laser tag computer system, setting up and taking down laser tag course, communicating game rules and assisting customers as they arrive, using cash register to sell laser tag tickets to guests, running laser tag games with software program, maintenance of laser tag guns and headbands, learning new games and features as they become available.

Timeline/hours:

- Training begins in April
- Limited hours available in April, May, September, October. More hours available in June, July and August. Laser Tag is open on weekends only from April 15 to May 29, then 6-7 days a week from Memorial Day to Labor Day, then back to weekends only from Labor Day to October 17th. Discuss desired hours with your direct supervisor. Hours given based on availability, time of season, and seniority.