



**Tahoe Donner Association  
Job Description**

**Job Title:** Beach Supervisor  
**Job Number:** 052  
**Department:** Marina  
**Reports To:** Marina Manager  
**Class Code:** 9016  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 14  
**Pay Range:** \$14.14-\$19.35 per hour  
**File Name:** Beach Supervisor.doc  
**Prepared Date:** 3/15/07, rev. 2/26/10, 4/27/11, 4/20/12, 3/21/14, 10/22/15, 4/14/16

**SUMMARY**

Under the direction of the Marina Manager, the Beach Supervisor is responsible for supervising staff, operating the snack bar, coordinating instruction and rental of equipment, and maintaining the cleanliness of the facility and beach.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Maintain a working knowledge of Marina rules, regulations, and policies, including those pertaining to: parking lot, equipment rentals, the waterline, the docks, the beach, and the swimming areas, and enforce the rules accordingly.

Maintain a working knowledge of the Association rules and enforce them accordingly; including checking member passes, collecting money for the use of the facility, and logging book rental.

Provide customer service including fielding complaints, addressing customer problems and concerns, collecting money for lessons, rentals, retail sales, and food.

Keep facility, including main building, parking lot, waterline, beach area, and bathrooms clean and free of hazards, debris, and trash. This aspect of the job often includes other custodial duties.

Perform opening and closing procedures at the facility including: counting banks in and out, making deposits, unlocking and locking the facility, stacking beach furniture, secure rental equipment, and food preparation.

Provide guidance and training to other Marina employees, including directing staff to cover breaks.

This position requires use of judgment in a variety of scenarios.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 21 years old.

## **EDUCATION and/or EXPERIENCE**

Beach Attendant I and II, six months to one year related experience and/or training in the food and customer service industry; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain stationary; move; use hands to finger, handle, or feel; and communicate. The employee frequently is required to remain stationary and reach with hands and arms. The employee is occasionally required to ascend or descend or balance; position self to stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift

and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE