



Tahoe Donner Association Job Description

Job Title: Assistant Marina Manager
Job Number: 093
Department: Marina
Reports To: Marina Manager
Class Code: 9016
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Salary Level: TBD
Pay Range: TBD
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SUMMARY

Under the direction of the Marina Manager, the Assistant Marina Manager is responsible for assisting with the operations of the Beach Club Marina. This includes overseeing the operations in the absence of the Marina Manager.

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 and collecting money for the use of the facility.

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, and food preparation.

Maintain landscape appearance and irrigation systems.

Cook foodstuffs in quantities according to menu and number of persons to be served.

Clean and maintains all kitchen appliances and surfaces.

Take inventory and reorder from suppliers as necessary.

Provide guidance and training to Marina employees.
Help plan and execute all programs and events throughout the season.

Ensure facility equipment boats, kayaks, stand up paddle boards and wind surfers are in proper working order and well maintained.

Coordinate food and beverage service at the snack bar including cooking, ordering and operating cash register.

Perform maintenance on facility.

Supervise day to day operations under the direction of the Marina Manager.

In the absence of the Marina Manager, oversee the operations of the Beach Club/Marina.

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

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

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

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of 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 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.

SUPERVISORY RESPONSIBILITIES

Under the direction of the Marina Manager, supervises 9-15 employees at the Beach Club Marina. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

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

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE