



Tahoe Donner Association Job Description

Job Title: Beach Attendant I
Job Number: 090
Department: Marina
Reports To: Marina Manager
Class Code: 9016
FLSA Status: Non-exempt
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Prepared Date: 8/13/07, rev. 02/27/10, updated 4/27/11, 3/20/14, 3/24/15, 10/7/15, 3/31/16

SUMMARY

Under the supervision of the Marina Manager, the Beach Attendant I is responsible for performing general duties at the Tahoe Donner Marina, including keeping beach clean and free of hazard, checking passes, and attending the snack bar.

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 and beverage service on the beach (must be 21 years or older to perform beverage service).

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.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; 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

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 move; remain stationary; 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 and 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 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