

JOB TITLE: MARINA ATTENDANT – SUMMER STUDENT

Applications will be received by the undersigned until Monday the 2nd of May at 4:30 for the seasonal position of Marina Attendant for the Village of Hilton Beach.

Primary Function

As marina staff, you are the “first point of contact” for all visitors and as such are required to be respectful, polite and friendly at all times.

Marina staff is responsible for guiding and directing boaters into slips and to assist in securing boats to and releasing boats from their mooring. You will register boaters and complete retail sales transactions. Duties also include maintenance of marina facility and grounds.

Qualifications

- Excellent interpersonal, customer service skills
- Punctual and responsible, you are a fast learner and eager to assist
- Ability to multi-task and work without supervision
- Knowledge of health and safety protocols
- Familiarity with boating, boating regulations, use of a VHF radio is an asset.

General Duties

- Opening and closing procedures. Daily sales and reporting.
- V.H.F. radio usage
- Pump fuel and take daily fuel pump readings and fuel tank dip readings.
- Direct boaters into slips, greet them on the dock and assist with securing vessels. Direct them to the office for registration.
- Provide holding tank pump-out services according to appropriate regulations and safety procedures.
- Provide sale of marine related products such as nautical charts.
- Regularly inspect and maintain cleanliness of washrooms, showers, lobby and office several times a day.
- Maintain cleanliness of marina docks, equipment and grounds: water and pump-out hoses coiled.
- Keep area and ramp clean and free of gravel. Pick up litter around marina.

All applicants are thanked for their interest but only those persons who are selected for an interview will be contacted. The Village of Hilton Beach is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection

Qualified applicants are invited to submit a letter of interest and resume to: Jillian Hayes, Clerk-Treasurer, Village of Hilton Beach jillian@hiltonbeach.com

Number of positions: 4