

MANZANITA LAKE CAMPER SERVICE STORE



Job Description

POSITION: Small Boat Attendant - Orientator

REPORTS TO: General Manager

CLASSIFICATION: Seasonal, Part Time, Hourly, Non-Exempt

HOURLY RATE: T.B.D.

QUALIFICATIONS:

Required:

- Must be at least 16 years of age (21 yrs. old to drive company vehicles)
- Must be able to lift 50 pounds and have the agility to perform the duties listed below.
- Willing and able to work in all weather conditions (cold, rain, high winds, heat)
- Available all weekends and holidays
- Ability to operate cash register and calculator
- Knowledgeable about fishing
- Knowledge of lake boating rules and regulations
- Maintain a professional attitude with all park personnel
- Reliable transportation
- Possess valid Driver's License with clean record

DUTIES AND RESPONSIBILITIES:

- Greet all guests in a pleasant and helpful manner
- Instruct all guests in the operation of boats in a professional manner
- Instruct guests in safe boating operations
- Prepare all guests with proper life jackets and equipment
- Assist the guests to maximize their recreational experience
- Meet all returning boats and guests as they arrive at the dock
- Clean all boats upon their return
- Ensure that all boats are properly secured before leaving
- Assist in maintaining the rental fleet in optimum condition
- Keep management apprised of all units that are in need of repairs and/or parts
- Adhere to Company dress code while on duty
- Be a helpful resource to visitors including fishing information and park rules and regulations
- Notify supervisor immediately any time a guest is not 100% satisfied with their experience

Be a willing member of The California Parks Company, performing all duties and functions as assigned to the best of his/her ability.

PERSONAL PROTECTIVE EQUIPMENT:

The Marina Dock Attendant will use various tools and equipment on a daily basis. Footwear required shall be a high quality athletic shoe with non-skid sole providing ankle support. No open toe sandals or flip flops will be allowed on the job. The Marina Dock Attendant will be knowledgeable in the safety practices and standards set by the Company, relative to the work environment he/she operates in. He/she will also make it a duty to assure that all co-workers are working with those same safety practices and standards.

PHYSICAL FUNCTIONS:

Physical requirements: O-Occasional (1-33%), F-Frequent (35-66%), C-Continuous (67-100%)

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|----------------------|----------------|-----------------|--------------------|
| 1) Standing-C | 6) Pushing-50# | 11) Kneeling-F | 16) Speaking-C |
| 2) Walking-C | 7) Pulling-50# | 12) Crouching-F | 17) Hearing-C |
| 3) Sitting-O | 8) Climbing-O | 13) Crawling-O | 18) Seeing-C |
| 4) Lifting – 50# max | 9) Balancing-C | 14) Reaching-O | 19) Depth Percep-O |
| 5) Carrying- 50# max | 10) Stooping-F | 15) Handling-C | 20) Color Vision-O |

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.