

**Town of Shelburne
Job Description**

Job Title: Beach Attendant

Department: Parks and Recreation

Reports to: Recreation Director

FLSA Status: Nonexempt

Prepared Date: May 2, 2022

Approved Date: May 3, 2022

SUMMARY

Has primary responsibility to ensure cleanliness of the facility and to monitor access of Shelburne Beach; Primary duties include gate keeper, assisting patrons with questions, and general custodial and maintenance duties at the beach. Additional duties include assisting the Recreation Department with special projects and assignments while on-call during inclement weather. This is a part-time seasonal position with shifts occurring between the dates of Memorial Day and Labor Day weekends.

As a Town employee, you are expected to demonstrate commitment to excellence through teamwork and positive behavior toward all quality initiatives as well as to promote and conform to all quality standards. These include but are not limited to core values and customer service values. It is essential that you review and respond as requested to all communications regarding team activities and quality initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. The Beach Attendant shall:

1. Perform required daily custodial and maintenance duties including cleaning bathrooms at beach house, raking the beach, picking up litter, stones, and other debris, and other duties as assigned.
2. Monitor beach gate entrance and sell beach stickers and day passes.
3. Serve as an ambassador of the Department and engage with the public in a respectful, professional, and positive manner.
4. Know and enforce all Shelburne Beach rules and regulations.
5. Take appropriate action when needed to assist patrons who are in need of assistance.
6. Take individual responsibility for working in a safe manner and adhere to the Town's safety policies.
7. Notify the Beach Supervisor and / or the Recreation Director in a timely manner of any issues or problems with patrons, any supplies in need of ordering, any equipment in need of repair.

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.

The Beach Attendant shall:

1. Must be at least 15 years old.
2. Have excellent interpersonal and communication skills and be able to work effectively and cooperatively with other staff and the general public.
3. Be able to excel while working both independently and as a team.
4. Be quality driven and customer oriented.
5. Be timely and dependable.
6. Ability to handle and exchange money correctly to complete sales.
7. Have an excellent past work record.
8. Attend all required training sessions, including, but not limited to: Bloodborn pathogen training, Emergency Action Plan training, and General job training.

PREFERRED QUALIFICATIONS:

1. Current First Aid and CPR certification
2. 1-2 years of work experience

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 duties of this job, the employee is regularly required to sit or stand for 30 minute periods; occasionally walk, reach, bend. The employee must occasionally lift and or move up to 20 pounds on land. Specific vision abilities required by this job include close vision, far vision, and ability to adjust and 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.

The noise level in the work environment varies from quiet to moderately loud, due to children at play.

Work environment is outside, generally during fair to good weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Employee