

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA: Hourly / Non-Exempt

POSITION TITLE: Guest services / attendant

DIVISION/DEPARTMENT: Marina

REPORTS TO (TITLE): Marina manager

SUPERVISES: N/A

DATE (Revised): 06/19/07, 9/15/09

BASIC FUNCTION:

Customer service, line handling, fueling of boats, maintenance on docks and grounds, retail sales including support at the marina store, fuel dock, and rental fleet. Responsible for the cleanliness of marina grounds.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

Good Communication skills
Marina experience preferred
Familiar with Cash register procedures
Must be able to swim
Computer skills

ESSENTIAL FUNCTIONS:

Customer Service
Assisting large boats docking and undocking (in unfavorable wind and current situations).
Securing water and electrical supply to boats as required. Check dock lines and utility supplies as necessary during changing weather conditions.
Fueling boats within safety requirements and assistance with taking on of supplies, water, battery charging, etc. (knowledge of proper fuel, oils, etc., essential) - must write up retail transactions.
Assist Lead Maintenance in maintaining Marina docks, equipment, grounds in such a manner that they are esthetically at best.
Assistance as required in general Marina maintenance and repairs. (Alertness for safety related repairs or needs, essential).
Assistance with retail inventories as needed.

MARGINAL FUNCTIONS:

1. VHF communication
2. Assisting in holding tank pump outs
3. Good Communication skills
4. Strong Computer skills
5. Phone etiquette
6. Filling propane tanks
7. Uphold the company's Mission/Vision/Values

ENVIRONMENT:

Working out of doors in all weather conditions

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Crawling			X	
Reaching			X	
Crouching			X	
Kneeling			X	
Balancing			X	
Pushing/Pulling			X	
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs			X	
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition			X	
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	

Working Alone	X
Working Closely With Others	X
Excessive Cold/Heat	X
Excessive Humidity/Dampness	X
Noise/Vibrations	X
Working Above Ground	X
Working Below Ground	X
Working with Chemicals/Detergents/Cleaners	X
Working Around Fumes/Smoke/Gas	X
Walking on Uneven Surfaces	X
Motorized Equipment or Vehicles	X
Working Around Machinery/Motorized Equip.	X
Climbing on Scaffolds or ladders	X

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE