



## Selwyn Township Job Description

Position: <b>Lakefield Marina Dock Attendant (Seasonal)</b>	Page: 1 of 3
Reports To: Manager of Recreation Services	Date: January 2025
This Job Description is: ___ New <input checked="" type="checkbox"/> Existing ___ Revised	

### **Job Summary:**

To assist with the daily operations and maintenance of the Lakefield Marina.

### **Duties and Responsibilities:**

1. Assists seasonal/transient boaters to tie up and cast off from dock and/or mooring wall.
2. Ensures that daily dockers and transient boats are registered, collects completed registration forms and the appropriate fees and ensures boats are docked in the appropriate location.
3. Provides service and information to boaters and the general public.
4. Provides pump-out service to boaters, ensuring that the relevant procedures are followed when servicing a boat.
5. Inspects marina building, grounds and docks on a daily basis and reports any problems promptly, as per the reporting procedures.
6. Undertakes maintenance and cleaning activities in the dock area, snack bar area and washrooms ensuring that the facilities are kept clean and tidy at all times and that the garbage receptacles are emptied, as required.
7. Assists with the maintenance of the marina garden areas.
8. Operates the snack bar, prepares and serves food, snacks, and refreshments ensuring all health regulations are adhered to.
9. Accurately enters each transaction into the cash register, counts, reconciles and records daily cash for deposit.
10. Assists with the maintenance of retail inventories, as required.
11. Responsible to provide an update to staff at shift change advising of any issues and/or matters that require attention.

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**Duties & Responsibilities: (Cont'd)**

12. Records and communicates to the Recreation Facilities Supervisor any incidents or situations that may hazardous to the public.
13. Responsible to immediately advise the staff person on call of emergency situations or equipment breakdowns.
14. Produces and maintains any forms, records, reports and correspondence as required.
15. Ensures public safety at all times by following safety procedures and eliminating hazards.
16. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
17. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and any other relevant policies/legislation.
18. Performs other duties and carries out special projects as assigned.

**Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

**Contacts:**

Internal: With the Manager of Recreation Services, Recreation Facilities Supervisor, Recreation Services Administrative Assistant and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public to provide information, ensuring polite and tactful relations.

**Working Conditions:**

Requires good physical condition with the ability to handle some physical efforts and exertion in a marina environment.

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**Job Knowledge:**

One year customer service experience. Must have ability to handle cash, debit and credit card payments and operate a cash register, debit and/or credit card machines.

Good swimming skills required. Lifesaving training and/or certification would be an asset. CPR and/or First Aid training considered an asset.

Knowledge of the local waterway and the boating/marina industry preferred.

Safe Food Handler certification considered an asset.

**Key Competencies:**

- Communication
- Customer Focus
- Initiative
- Interpersonal Skills
- Quality Orientation
- Teamwork and Cooperation