



TITLE: Boat Attendant

STATUS OF EMPLOYMENT: Seasonal

SALARY CLASSIFICATION: Hourly - Starting rate \$13- \$15/per hr.

BENEFITS: Participation in the Ohio Public Employees Retirement System

GENERAL STATEMENT OF DUTIES:

To be present at the boat facility at the designated park during the season to rent boats, sell merchandise and provide required safety equipment to users. To collect money, maintain records and prepare receipts. To maintain and clean boats, safety equipment and facilities.

SUPERVISION RECEIVED:

Reports to the Park Manager or designated supervisor.

SUPERVISION EXERCISED:

N/A

DUTIES AND RESPONSIBILITIES:

1. Collects money for rental of equipment and sale of merchandise and provides safety equipment to patrons renting boats.
2. Accurately counts money and prepares deposits.
3. Prepares summary reports and records attendance each day.
4. Cleans and performs simple maintenance repairs to boats and equipment. Keeps boat facility area clean.
5. Reports equipment damage to supervisor immediately.
6. Participates in the safety and risk management programs of the Park District.
7. Assists in special events and activities sponsored by the Park District.

DUTIES AND RESPONSIBILITIES continued:

8. Performs other related duties as assigned by the Area Manager or designated supervisor.

QUALIFICATIONS:

1. Education:
Graduation from High School or GED preferred. Minimum age 16 years.
2. Experience:
Experience in retail sales or public service preferred.
3. Knowledge and abilities:
 - A. Ability to deal courteously with the public.
 - B. Ability to handle money accurately.
 - C. Customer Service skills; must present a neat and professional appearance.
 - D. Knowledge of watercraft and related equipment.
4. Licenses:
Possession of valid State of Ohio driver's license preferred. Must have clear driving record.
5. Physical Requirements:
Physical condition adequate to perform all related duties and assignments.

CONDITIONS OF CONTINUED EMPLOYMENT:

Must successfully complete a one (1) month probationary period.