

Pine Mountain Lake Association Job Description

Job Title: Marina Assistant Manager
Job Code: 64
Employee Name:
Department: Marina
Location: Marina
Reports To: Marina Manager
FLSA Status: Non-Exempt
Prepared Date: 1/26/18 sm

SUMMARY

Assists the Marina Manager with managing and supervising the staff of the Marina, Marina Store and Lakeside Café. Ability to act as Marina Manager when he/she is not present or scheduled. Must possess strong customer service skills while interacting with property owners, renters, guests and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists Marina Manager in planning and preparing weekly work schedules
- Assigns employees to specific duties, workstations or areas
- Coordinates with Marina Manager on Marina activities, merchandise displays, sale promotions and advertising copy
- Performs Marina Store duties such as sales, boat rentals, reconciling cash with sales receipts and preparing daily record of transactions
- Performs Lakeside Café duties such as cashier, ice cream, cook, etc.
- Performs Marina duties such as restroom maintenance, goose droppings and boat rental setup
- Maintains inventory of Marina Store and Lakeside Café
- Responds professionally to customer complaints, issues or inquiries
- Regular, punctual attendance is required
- Other duties or tasks may be assigned

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.

- Must be at least 21 years of age
- Excellent communication skills with guests and co-workers
- Cash handling ability
- Knowledge of food safety, sanitation and cleanliness
- Customer service skills

EDUCATION and/or EXPERIENCE

Associate's Degree (A.A) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of association.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

ServSafe certificate, food handlers' card, and CPR/First Aid Certified preferred

OTHER SKILLS AND ABILITIES

Ability to operate specific equipment and tools.

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 the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.