

## **Pine Mountain Lake Association Job Description**

**Job Title:** Marina Store Lead  
**Job Code:** 64  
**Department:** Marina  
**Location:** Marina  
**Reports To:** Marina Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 1/22/21 mc

### **SUMMARY**

Supervises and coordinates Marina employees. The Marina Store Lead must possess strong customer service skills while interacting with property owners, renters, guests and employees. Leads and organizes the seasonal preparation of the Marina Store.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Prepares Marina Attendant 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, reconciling cash with sales receipts and preparing daily record of transactions.
- May perform 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 following the FIFO inventory method.
- Responds professionally to customer complaints, issues or inquiries.
- Generates an environment of teamwork.
- Participates in on-going training and development of Marina employees.
- Coordinates with the Marina Manager and Lakeside Cafe Lead as needed.
- 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. Applicant must be at least 21 years of age.

### **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 the association.

### **REASONING ABILITY**

Ability to apply common sense 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
- Ability to use a computer
- Strong communication skills (verbal, nonverbal and written)
- Must be able to multitask
- Ability to set priorities
- Ability to lead and to follow
- Ability to adjust to your audience
- Ability to work as a team member

## **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.