

LCBPOA, INC.

**Job Description:** Beach/Lakeshore Attendant. This is a part-time position.

**Job Overview:** Beach/Lakeshore Attendant greets Members and Member's Guests either in the parking lot or at the entrance. Check for current Beach/Parking passes. As the first person to meet guests, Beach/Lakeshore Attendant is expected to provide exceptional customer service. Beach/Lakeshore Attendant must understand all policies and regulations of the beach and be able to explain them pleasantly to all Guests.

**Performance Review:** This position is a direct report to the Lakeshore Committee Chairperson. Performance review will be conducted every year in October by the Lakeshore Committee Chairperson.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

Confirming that members are in good standing

Must have good communication skills

Have good interpersonal skills to interact with the public

Monitor general safety of Guests on shoreline

Document any and all incidents

Keep the Beach or their specific area clean

Be alert to emergencies, whether those of a first-aid nature or a major emergency requiring a call to 911 for emergency services

Must possess a valid driver's license

Must have transportation to and from job site

Provide exceptional customer service

Beach Attendant Service days are from Memorial Day to Labor Day

Hours: 5 Hours – Saturday: 11:00 a.m.-4:00 p.m., weather permitting

Sunday: 11:00 a.m.-4:00 p.m., weather permitting

Holiday's that fall during the week day.

Make-up days are not required.