



**MARINA ATTENDANT
(Part time)**

Reports to:	Team Lead, Field Operations
Location:	Gray's Creek Marina, 18045 County Rd. 2, Cornwall, ON
Start Date:	April 29 th , 2024
Position type:	Contract (5 months)
Pay Range:	To be determined
Hours of Work:	Varies. Up to twenty-nine (29) hours per week. Various shifts, and hours, including evenings, weekends and statutory holidays.

The Marina Attendant will efficiently carry out the day-to-day requirements for the orderly administration, maintenance, and operations of the Gray's Creek Marina. This position is also responsible for welcoming visitors and the public in a friendly and courteous manner.

Main responsibilities: (This is not an exhaustive list)

- Keep marina facility and ground area near marina building, launch area and dock cleaned.
- Complete boat slip agreements, assign slips, maintain, and keep accurate records of all boats in the marina.
- Monitor boats moored in the marina to ensure their security (eg. well tied, free from vandalism).
- Accountable for selling supplies, collecting fees, handling cash, and maintaining daily deposit slips, and balance receipts. Complete any other necessary administrative forms as required.
- Operate a cash register, and credit/debit terminals.
- Pump gas and take underground pump and fuel tank readings daily.
- Answer the telephone promptly and politely, provide information as needed.
- Be familiar with applicable occupational health and safety legislation; general knowledge of corporate/departmental policies and procedures related to health and safety.
- Perform any other related duties as may be required or assigned by your supervisor.
- The Marina Attendant will also assist with some administrative tasks for our Planning Department such as:
 - Scanning paper records to PDF format using an electronic desktop scanner
 - Make updates within the internal electronic records database software
 - Shredding old paper files and documents

Skills:

- Ability to work outdoors and in variable weather conditions
- Ability to work with others and independently
- Ability to perform general facility cleaning
- Public relations skills: ability to communicate courteously and effectively with co-workers and the general public
- Ability to perform general administrative skills including excellent computer skills; and
- Ability to perform basic accounting skills
- Must embody a strong customer service focus and public relations image toward the public.

Qualifications:

- Demonstrate public relations skills
- Strong organizational skills and attention to detail
- Experience using cash register; opening & closing cash float is an asset
- Criminal check is required
- First Aid and CPR certification is an asset
- Must provide and wear CSA approved safety footwear

To apply: Please submit your cover letter and resume to josianne.sabourin@rrca.on.ca indicating the position title in the e-mail subject line. Documentation must be submitted as MS Word or PDF.

Application deadline is Friday, February 2, 2024 at 4:00 pm. Applications may be accepted after the deadline, if required. Only applicants selected for an interview will be contacted.

The RRCA is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code. The RRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

Prepared: January 8, 2024