



SUMMER EMPLOYMENT

POSITION:	MARINA ATTENDANT (SEASONAL)
DEPARTMENT:	Community Services
REPORTING TO:	Marina Supervisor
HOURS OF WORK:	35 hours per week (shift work)

The Marina Attendant's primary responsibilities include providing gas and pump-out services to boaters, greeting all customers, attending to customer inquiries, as well as maintaining the cleanliness and good functioning of marina facilities.

GENERAL DUTIES:

- Provide excellent customer service, being attentive and helpful.
- Maintain a safe environment for clients, boaters, and staff.
- Provide gas, water and pump-out services to boaters.
- Conduct the daily, weekly and monthly cleaning program for specified areas of marina facilities.
- Report all customer inquiries or concerns to the Marina Supervisor and follow-up to resolve the issue when possible.
- Assist with guest registration, front desk, and store point-of-sale procedures.
- Monitor and ensure payment for boat launch.
- Perform all other duties as assigned.

REQUIREMENTS:

- Valid "G" Class Driver's license.
- Ability to work both independently and as a member of a team.
- Excellent interpersonal and communication skills
- Ability to adapt to the daily challenges associated with a busy work environment, and a variety of weather conditions.
- Availability to work evenings, weekends and statutory holidays, as assigned.
- Must be able to lift up to 50 lbs and work for long periods while standing, bending and kneeling.
- Good working knowledge of computers.
- Previous experience in customer service, marina maintenance or janitorial services is an asset.
- Bilingualism (English and French) is an asset.

EMPLOYMENT ELIGIBILITY:

Age requirement – Must be between 15 and 30 years of age at the beginning of the employment period.

Eligibility to work in Canada – Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

APPLICATION INSTRUCTIONS:

Applicants must complete the [Summer Employment Application Form](#) and **attach a detailed resume.**