



The Corporation of the Municipality of West Nipissing

SUMMER EMPLOYMENT

POSITION:	Marina Attendant
DEPARTMENT:	Community Services
REPORTING TO:	Marina Supervisor
HOURS OF WORK:	35 hours per week (shift work)
SALARY:	\$17.60 per hour

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 the marina facilities.

GENERAL DUTIES

- Provide excellent customer service, by being attentive and helpful.
- Maintain a safe environment for clients, boaters, and staff.
- Provide gas, water, and pump-out services to boaters.
- Perform daily and weekly maintenance tasks on Marina facilities:
 - Perform general maintenance, cleanup, and safety checks.
 - Assists with landscape projects.
 - Move supplies, picnic tables and equipment as directed.
 - Clean washrooms, showers and other public use areas.
 - Collect and dispose of garbage and litter as directed.
- 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 by the Marina Supervisor.

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 computer operations.
- 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.**