

# **Town of Readfield**

## **Beach Attendant Job Description**

**Last Revised March 11, 2021**

### **SUMMARY**

The Beach Attendant monitors and maintains the beach and surrounding areas. The Attendant ensures only permitted guests are utilizing the facilities, collects user fees as necessary, and keeps beach areas in a clean and safe condition. The Beach Attendant also ensures guest safety by communicating hazards and notifying the Beach Superintendent of any emergencies. The Beach Attendant is expected to appropriately enforce Readfield Beach Rules and to assist the Beach Superintendent as required to ensure safe and efficient operations.

### **SUPERVISION**

The Beach Attendant is immediately supervised by the Beach Superintendent, with additional supervision by the Town Manager if the need arises. The Beach Attendant has no supervision of other employees.

### **JOB ENVIRONMENT**

- Work is performed at the Readfield Town beach during all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold.
- Periodically the person in this position is subjected to stress of other individuals and the volume and/or rapidity with which tasks must be accomplished.
- Seasonal activity may require weekend and evening scheduling.
- Requires the operation of standard grounds maintenance equipment.
- Makes frequent contact with the general public.

### **ESSENTIAL FUNCTIONS**

*[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed.]*

- Monitor and maintain the beach and surrounding areas.
- Ensure safe use of beach and beach equipment. Ensure only permitted guests are utilizing the beach.
- Ensure beach area is in clean & safe condition.
- Warn guests of inclement weather and unsafe areas.
- Contact Beach Superintendent in case of emergency or serious injuries.
- Provide superior customer service.
- Operate grounds maintenance equipment (mower, weed whacker, hand tools) as necessary.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### Skills and Abilities:

- Ability to understand and relate Town of Readfield rules for access and recreational use of the Town Beach.
- Ability to effectively and tactfully communicate with others and possess excellent customer service skills.
- Must be able to resist being drawn into confrontational situations, and able to exercise authority in a prudent and impartial manner.
- Initiative and adaptability.
- Detail oriented.

### Physical Requirements:

- Moderate physical effort generally required.
- Frequently required to spend several hours standing, sitting and walking in various weather conditions.
- Physical mobility required such as bending, reaching, pulling, stooping and lifting objects which weigh fifty (50) pounds or more.

### Preferred Qualifications (preferred but not required):

- Six (6) months of customer service experience.
- Previous work experience as a Beach Attendant, Pool Attendant or Lifeguard.
- CPR and First Aid certifications. Training in these areas will be provided as necessary.
- Red Cross or YMCA Lifeguard training.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_