

Cape Royale Property Owners Association Inc.

Job Description

Job Title: Marina Attendant

Job Classification: Part-time Hourly Wage

Reports to: Community Manager

Duties/Responsibilities: The Cape Royale Marina Attendant is responsible for and operating the Marina and Marina Store. In addition, the Marina Attendant is responsible for creating a safe, friendly helpful atmosphere so customers look forward to doing business with the Marina. Specific duties include, but are not limited to, the following:

- Sell gas and other merchandise.
- Maintain inventories – communicate merchandise needs to Community Manager Administrator to order new merchandise, stock and supplies.
- Rent new boat slips to property owners and non-property owners.
- Collect boat overnight slip fees.
- Prepare and maintain records of daily revenues and bank deposits for the Community Manager.
- Keep merchandise on display in neat order.
- Help customers dock boats and assist with self-service gas.
- Report needed repairs/maintenance issues to Maintenance Technician.
- Alert/contact boat owners on any hazardous problems/observations.
- Report any dangerous situations to the Community Manager.
- Keep Marina Store/facilities neat and in order.
 - Store windows, counters, floors, etc.
 - Gas dock
 - Keep restrooms clean and supplied with soap, toilet paper and paper towels.
- Perform other duties as assigned.