

Marina Attendant Assistant (SUMMER)

Employer:	The Corporation of the Town of Spanish		
Posted:	4 weeks ago	Closing Date:	May 31, 2024
ES Job ID:	4718	Location:	Spanish
Sector(s):	Other	Duration:	Student

Job Description:

Customer Service

- always be polite and helpful
- help boaters docking and at the ramp
- become familiar with goods and services available in the community
- become familiar with attractions and activities in the community
- know what special events are coming up
- when asked "What is there to do?", find out what kind of things they are interested in and then make appropriate recommendations
- do not specifically recommend one business over another even when asked

Docking

- greet people in a friendly, professional manner on the radio when they call in upon approach
- assign each boat to a specific dock and slip so they won't have to be moved
- Rule of thumb - assign an appropriately sized dock according to the length of boat, within 5'
- if possible, personally direct boat to slip
- help with dockage, particularly if windy
- if they are staying overnight, record registration, ask boaters to come to the office for keys, etc.
- remind American guests to phone Customs immediately upon arrival if this is their first stop in Canada
- unlock electric, if necessary
- payment is in advance
- place "Reserve" sign on weekly slips
- always record registration number and full address

Morning Routine

- record all boats at slips, except seasonal; note those who have come in overnight
- measure and record gas and diesel
- unlock public washrooms and septic waste pump
- place fire extinguisher and soap spray at pumps
- ready pump-out and water hose

General



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- check washrooms periodically (8 a.m., 11 a.m., 2 p.m., 7 p.m.); clean, tidy, replace paper as required
- keep work area tidy; water and pump-out hoses coiled; etc.
- keep ramp clean and free of gravel
- pick up litter around marina
- cut grass and weed gardens as needed

Refueling

- refuel as per warning sign at fuel dock
- have boaters specify Gas or Diesel. Make sure. Ask.
- carry pad and record litres and prices
- pay attention; look for vent - avoid spillage
- use soap spray for small spills
- for larger spills: stop immediately, take necessary emergency action, call supervisor
- shut off fuel pumps immediately after use

How to Apply:

To apply, please send your resume to Katelyn Trivers at katelyn.trivers@saultcollege.ca

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