



THE CORPORATION OF THE
Township Of Pelee

JOB DESCRIPTION

Position Title: Scudder Marina Attendant

Reports To: Marina Supervisor

PRIMARY FUNCTION:

Marina Attendants are responsible for assisting with day-to-day operations including assisting with incoming seasonal and transient boaters, the small store, and daily maintenance and cleaning tasks.

DUTIES AND RESPONSIBILITIES:

- Collect transient boater and ramp fees and store concession revenue;
- Take reservations from incoming transient boaters and maintain records of transient reservations;
- Operate marine band radio and make radio communication with boaters (incoming transients) and provide slip assignment;
- Assist Supervisor with monitoring fuel levels and fuel sales;
- Assist Supervisor in selling fishing licenses;
- Respond to information inquiries about Scudder Marina and provide general tourist information on Pelee Island in a professional, courteous manner;
- Assist Administration and Supervisor in overseeing the seasonal boater list and changes throughout the season;
- Ensure the public washrooms and store are clean and safe for public use;
- Maintain docks by ensuring they are free of weeds and debris, as well as ensuring cleats and boards are secure and safe;
- Ensure grounds are free of litter, picnic tables and BBQs are cleaned and properly maintained; and
- Perform any other duties as assigned by the Marina Supervisor.