

Town of Sunapee, NH

POSITION: Beach Staff Attendant
FLSA STATUS: Non-Exempt
LABOR GRADE: \$11 - \$13

DEPARTMENT: Recreation
REPORTS TO: Beach Manager
DATE: 03/08/2024

GENERAL SUMMARY

Reports directly to the Beach Manager. Responsible for the running the operation of concessions and watercraft sign-out sheets at Town of Sunapee beaches.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work harmoniously with the public, public agencies and their staff, and private organizations.
- Enforce all Town of Sunapee Beach rules and policies.
- Works concession operation including responsibility for monies, inventory control and product stocking.
- Maintenance of Beach equipment including playground equipment, concessions room cleanup, and kayak/sailing equipment.
- Perform all additional duties as assigned by the Beach Manager and Recreation Director.
- Rental of beach recreation equipment and presentation of SUP, kayaking equipment.

SCOPE AND EFFECT

Enforces rules and regulations at beach and grounds; acts as the ambassador for the beach, available for questions that may arise.

PERSONAL CONTACTS

Contacts are typically with the town of Sunapee Residence and town staff. Work effectively and diplomatically with beach patrons, town officials, and employees.

PURPOSE OF CONTACTS

The purpose is to implement and direct the beach activities that are available for residents.

DESIRED MINIMUM QUALIFICATIONS

Applicants must be at least 14 years of age. Should be able to work supervised by many people. Applicants must be able to work with financial calculations, complete daily paperwork, payroll time sheets, and attend necessary training.

LICENSING AND CERTIFICATION

CPR, and First Aid Certifications.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Set up, pack up, and assist guests using the equipment on the beach each day. Proactively monitor the equipment for disrepair, alert proper personnel for corrective action on fixing and/or replacing and keep in safe working order for the public.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear, and smell. Employees must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing, and balancing.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 100% of the work is performed outdoors.

WORK SCHEDULE

Position is seasonal part time position from Memorial Day through Labor Day weekend. Position works between 2 – 4 days per week, midweek, and weekends.