

JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

DRAFT

Title: Marina Cleaning Assistant **Status:** Seasonal Summer
Department: Public Works
Reports To: Harbormaster
Date: April 2020

Position Purpose and Objectives

Assisting the Harbormaster in the day-to-day operation of the Municipal Marina by performing essential cleaning of bathrooms and shower room facilities. Self-motivated and task-oriented individual with ability to work daily to ensure sterile and clean facilities for boaters. Must be a team player, pro-active individual, work well with the team and willing to go above and beyond when needed. Compensation is paid at a rate set by the St James Township Board.

Scope and Environment

Work performed at the Beaver Island Municipal Marina (North and South). This employee will work prior to season opening and approximately 30 hours per week during boating season

Essential Job Functions

- Daily inspect, clean and sanitize bathrooms and showers at two marina locations
- Comply with all safety and health regulations
- Keep inventory of cleaning supplies and equipment, and report needs to supervisor
- May operate various marina maintenance equipment, cleaning equipment, such as vacuum, various tools, mops, brooms, etc.

Knowledge, Skills and Abilities Required

- Ability to stand or walk for extended periods of time; ability to bend, kneel, stoop, and lift or move heavy equipment
- Ability to work in a team and follow instructions from supervisors
- May be required to work outside of normal work hours
- Willingness to perform assigned tasks.
- Interpersonal skills and able to interact with people of all ages.
- Positive attitude.
- Ability to project a courteous and positive public image of Beaver Island and St. James Township.

Minimum Qualifications

- High school graduate or equivalent.
- At least two (2) years of work experience, Previous custodial experience preferred
- Frequent lifting, carrying, pushing
- Must be able to follow basic safety procedures and precautions
- Ability to work early mornings, nights and weekends