

Dock Hand

Reports to: Harbormaster

Position Summary: This position is responsible for kind, courteous, friendly service at all times to our members and guests. The service involves a proactive approach such as always running to help, proper conduct and language skills as well as being safety conscious at all times.

Experience/Requirements:

- No additional education required.
- Possess the desire to learn the art of service through a friendly, outgoing personality.
- Must be able to speak, understand, read and write in the English language.
- Proof of driver license to drive golf carts on property

Core Responsibilities:

- Assist members with the following:
 - Load and unload vehicles to and from boat.
 - Carry all items for members and guests.
 - Relay messages to club and to other boaters from members.
 - Assist members with minor maintenance, pump outs and bailing out dinghies.
 - Get ice for members.
 - Assist members in leaving their slip as well as docking.
 - Assist transient boaters in locating and docking at the assigned slip.
 - Sign up transient members and guests.
 - Promote club functions.
 - Perform any reasonable requests by members.
 - Readily available at the entry to all docks throughout the day.
 - Provide delivery service from club to boats.
- Perform general maintenance around the harbor such as:
 - Complete painting.
 - Repair dock posts.
 - Install equipment.
 - Install dock bumpers.
 - Seal deck areas.
 - Repair water leaks.
 - Assist managers with more complicated maintenance.
 - Report any and all safety problems to Harbormaster.

Core Responsibilities: (continued)

- Perform general cleaning on a daily basis, usually multiple times:
 - Pick up trash around club and harbor.
 - Clean club grounds.
 - Clean all dock areas.
 - Clear spider webs.
 - Scrub down dock power heads.
 - Clean tennis court and parking lot area.
 - Clean condo parking lots.
 - Complete weekly boat washing.
 - Clean all restroom and laundry facilities.
 - Perform various cleaning jobs as requested by the Harbormaster.
- Club Events
 - Assist in the set up of:
 - Bands
 - Cookouts
 - Cocktail parties
 - Dock parties

Minimum Physical Job Requirements:

- Able to lift up to 40 pounds, bend and kneel frequently
- Stand and exert high energy for long periods of time
- Able to be on feet for four (4) to eight (8) hours a day