

Lifeguard

Reports To: Harbormaster

Position Summary: This position will provide safety for all members and their guests in the pool and surrounding areas including the lakefront and lake swimming.

Experience/Requirements:

- Able to effectively communicate using the English language.
- Possess current CPR, First Aid and Lifeguard certifications.
- Ability to work evenings, weekends and holidays.

Core Responsibilities:

- Perform hourly chemical tests for the main, wading, and condo pools as required and record results in the log book. Notify management if chlorine and pH levels are too low or too high.
- Monitor pool temperatures.
- Maintain and monitor sign in book for members and their guests. Prepare guest fee slips as needed.
- Clean the pool and pool deck area (bird droppings) daily. Scrub edge of pool twice a week at water level.
- Maintain restroom & shower cleanliness according to the daily cleaning sheets.
- Ensure the safety of all members and their guests by closing the pool when there has been a contamination accident or when the bottom of the pool is **NOT** visible.
- Clean and store all pool and adjacent outdoor furniture, such as cushions, chaises, etc. daily
- Secure pools, equipment, and furniture before inclement weather.
- Remove all cobwebs from pool area.
- Check the skimmer baskets and empty as needed.
- Inspect all safety equipment for proper working condition and cleanliness.
- Record all pool and pool related accidents and injuries on the proper paperwork and return documents to supervisor.
- Announce 15-minute rest breaks at the top of every hour.
- Dress in uniform and weather appropriate at all times.
- Enforce "10 & under" rule; ages 10 and under must be accompanied by an adult while at the pool. (Adult = 16 years old)
- Provide customer service and guest interaction by rotating throughout the pool deck area, however pool safety comes first.
- Monitor pool supplies and inform manager in a timely fashion for reordering.
- Attend lifeguard meetings and events.
- Assist in creating a fun, positive work environment through effective communication, consistency and mutual respect.
- Assist with youth events throughout the summer months.
- Ensure security of pool area at closing.

Minimum Physical Job Requirements:

- Able to lift up to 40 pounds.
- Able to be on feet for four (4) to eight (8) hours a day.

Maintenance

Reports to: Harbormaster

Position Summary: This position is responsible for general maintenance repairs in plumbing, electrical and carpentry throughout the campus.

Experience/Requirements:

- Knowledge of plumbing, electrical and carpentry repairs.
- Skilled in use of hand and power tools.
- Must be able to speak, understand, read and write in the English language.

Core Responsibilities:

- Prioritize assignments according to in house needs.
- Perform regular monthly checks of fire extinguishers & marks same.
- Perform regular monthly checks of hotel smoke alarms.
- Perform monthly inspections of all furnace air filters and keeps inventory of all filters.
- Change light bulbs as needed and report needed bulbs to Jim Wildman.
- Clean exhaust fans in outdoor boaters' restrooms once per month.
- Lubricate door hinges inside building.
- Brush down condensers on room air conditioners.
- Report all maintenance requests to Harbormaster and note on maintenance clipboard.
- Check oil and all fluids in all shuttle and catering vans.

Security Guard

Reports To: Harbormaster

Position Summary: The primary function of this position is to ensure the safe welfare of membership, guests and club buildings and property as well as providing a positive initial impression to members. Members of security will also assist in the direction of overflow traffic and parking from the main lot to ensure proper guest entry.

Experience/Requirements:

- Able to communicate, read, write and understand the English language.
- None required.
- Able to coordinate several activities at one time.
- Possess valid driver's license.

Core Responsibilities:

- Conduct hourly rounds throughout company facilities.
- Assist Golf Shop in closing their facility whenever possible.
- Secure outside club events.
- Check of all fluids of all cars, vans, trucks.
- Ensure all club vehicles are clean at all times.
- Report issues with vehicles to management.
- Secure club related property and buildings.
- Ensure safe welfare of the club members, guests, and employees.
- Report any wrong doing of members or employees to management including theft and vandalism.
- Check marinas (boats and docks) after dock staff has left for the evening and report any boat damage or maintenance problems to the Dockmaster and theft to management and police.
- Assist with retying of boats as needed.
- Coordinate with law enforcement officers in regards to filling out theft or vandalism reports, special CIC event parking, fireworks and direct police and fire department where needed.
- Complete any reasonable requests from membership.
- Ensure all rules and policies of the Catawba Island Club are followed.
- Stop all vehicles without a current CIC parking sticker and welcome them.
- Direct overflow traffic to alternate lots.
- Manage shuttle drivers to ensure efficient delivery of guests to their event.
- Ensure all outside service companies for the harbor have checked in with the Service Department at CIC South.
- Manage the main parking lot capacity and divert overflow to alternate lots.
- Direct motor homes and boat trailers to the back tennis lot and inform Harbormaster.
- Direct dining guests to main lot and ensure proper parking pass is displayed on dashboard.
- Direct pool & harbor guests to alternate parking lots and remind that shuttles will be happy to deliver their luggage as well.
- Complete incident reports as necessary including identities of individuals involved.

Minimum Physical Job Requirements:

- Exert fast paced mobility for periods of 4 hours or longer.