

# Town of Wolfeboro, NH

**POSITION: Gatekeeper/Beach Attendant**

**DEPARTMENT: Parks & Recreation**

## **GENERAL SUMMARY**

Beach attendants are hired to monitor the daily activities at the Town Beach. The attendant plays a key role in the operation of the beach by interacting directly with the patrons. First impressions are key in this line of work and therefore, it is important to greet each patron warmly even before inquiring about their beach pass.

Work involves monitoring the use of the beach daily by checking beach passes. Keeping the bathrooms monitored and clean is a priority. This employee works independently while at the beach and is responsible for making sure that the beach is clean and ready for use by the public. This employee reports directly to the beach each day. Weekends are required for this position.

Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

## **Support:**

Support the Parks & Recreation Department in all aspects of daily running of the town beach facilities and to ensure a clean and safe environment for town beach patrons

## **Other Functions:**

- Reports directly to Aquatics Director or Program Coordinator depending on location.
- Follow a weekly schedule for adequate staffing of the gatehouse and beach attendant position.
- Greet patrons warmly and check Beach passes.
- Work through daily checklist for opening and closing procedures.
- Notify Aquatics Director of any incidents / accidents at the beach.
- Complete incident / accident forms and turn in to Aquatics Director.
- Notify Aquatics Director of any supplies needed.
- Check beach passes for beach goers and instruct those that need a pass to go to Pop Whalen Ice and Arts Center.
- Oversight of notifying emergency services when necessary.
- Make First Aid kit available to those who need it.
- Explain and enforce the rules of the beach.
- Unlock bathhouses and locking it at the end of the day. Check bathrooms: Verify that floors are clean, toilet paper, paper towels and soap are stocked.)
- Check grounds for any clean-up or anything unsafe.
- Rake beach daily.
- Perform other related duties as required.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **DESIRED MINIMUM QUALIFICATIONS**

- First Aid and CPR certification / or willing to obtain.
- Have experience working with the public.
- Must have good communication skills.
- Preferred 18 years of age or older.
- Criminal Background Check approval is required.

## **SUPERVISION EXERCISED**

None.

### **LICENSING AND CERTIFICATION**

Valid NH Driver's License is preferred, but not required. Certification in CPR, AED and Basic First Aid or the ability to obtain is required.

### **TOOLS AND EQUIPMENT USED**

Rakes, shovels, two way radios, mop, other maintenance equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee must occasionally stoop, bend, crouch or crawl; climb and balance, lift and/or move in excess of 50 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This is an outdoor position, which is subject to extreme heat during the summer months, as well as other varieties of New England weather. Work is primarily performed at the beaches located within the Town of Wolfeboro. Weekends, evenings and holiday hours will be required to perform the duties of this position.

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.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_