

Misquamicut Fire District

Position Description - Beach Attendants

Overall Responsibility:

To assist the Beach Manager in operation of the beaches, rest room facilities and parking lots to ensure a safe and clean environment for individuals using the Misquamicut Fire District facilities.

Reports to:

Beach Manager or Assistant Managers

Authority:

- Consulting with the Beach Manager/Asst. Mngrs. on any safety concerns, problems or questions. Any disruption or concern shall be reported immediately to Beach Manager/Asst. Mngr.
- The Beach Manager will provide advice on opening and closing of beaches and parking lots due to inclement weather conditions.

Duties:

- As an employee, you are a representative of the Misquamicut Fire District, and must greet the patrons and guests politely and properly, in a friendly and courteous manner.
- When you arrive at work, check passes of patrons who are already seated on the beach.
- Check parking passes ***allowing only those with proper passes to use the parking lots and or beaches. Passes must be hung from the rear view mirror.***
- Check passes for walk on beachgoers.
- Check restrooms, clean lavatory at least every 2 hours or more frequently, if needed.
- Check and empty trash containers. ***All trash containers must be emptied at the end of each day.*** All trash is to be placed in dumpster. Keep trash areas clean.
- Sweep walks and ramps as necessary to remove any debris and sand to maintain safe conditions.
- Perform clean up in your lot hourly. Check parking lot for litter and weeds as well as the dune area. Keep area in front of fence clean. Empty cigarette container and dispose of properly.

- Monitor the area for alcohol consumption and inappropriate behaviors and language. Notify the Beach Manager/Asst. Mngrs. On duty.
- Other duties that may be assigned by the Beach Manager/Asst. Mngrs.
- Refer to rules and regulations brochure.

Requirements:

- You must report to your post on time
- Absolutely no cell phone use during working hours.
- Uniform MFD shirts are provided and need to be worn with Navy or Khaki shorts or pants.
- You must report at your assigned starting time regardless of weather unless notified by Beach Manager/Asst. Mngrs.
- Those employees who drive must park at the fire house and walk down to the beaches allowing ample time for the commute.
- Those employees who drive must park at the fire house and walk to the beaches.
- At the discretion of the Beach Manager, on call may be implemented on rainy days. On call pay will be 3 hours full pay, you must be reachable by phone and return to your job location within 30 minutes.
- If beaches are closed there will be no hourly wage.
- You will be paid on a bi-weekly payroll basis. Last pay check to be mailed or picked up after Labor Day.
- FICA, federal income taxes and state income taxes will be withheld from your pay.

I have read, been given the opportunity to ask questions, and understand the Beach Attendant Position Description.

Name: _____

(Please Print)

Signature: _____

Date: _____

(Employee)

Signature: _____

Date: _____

(Moderator)