

Misquamicut Fire District

Position Description - **Beach Attendants**

Overall Responsibility:

To assist the Beach Management 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, Assistant Manager or Crew Leaders.

Authority:

- Consulting with the Beach Management on any safety concerns, problems or questions. Any disruption or concern shall be reported immediately to the Beach Management.
- 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. PARKING PASSES must be hung from the rear view mirror.***
- Check walk on beach passes for all beachgoers.
- Check restrooms, clean lavatory at least every 2 hours or more frequently, if needed.
- Check and empty trash containers throughout the day. ***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, inappropriate behavior and inappropriate language. Notify the Beach Manager on duty.
- Other duties may be assigned by the Beach Management. Understand and enforce the MFD rules and regulations. If necessary refer to the MFD rules and regulation brochure.

Requirements:

- You must report to your post on time
- Absolutely no cell phone use during working hours.
- Uniform: 1 MFD shirt is provided and needs to be worn with Navy or Khaki shorts or pants. Sneakers must be worn. **NO flip flops.**
- You must report at your assigned starting time regardless of weather unless notified by Beach Manager/Assistant Manager.
- Those employees who drive must park at the fire house and walk down to the beaches allowing ample time for the commute.
- 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.
- Last Day of work will be _____

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)