

**Job Title:** Marina Attendant – KTN - BA  
**FLSA:** Non-exempt  
**Reports To:** Marina Manager

**Department:** Marina Operations  
**Status:** Full-time (Seasonal)  
**Pay Grade:** 4

### **SUMMARY:**

To provide day-to-day excellent customer service to all Marina guests. To keep the Marina, Dock, shores, KwaTaqNuk Patio areas clean, maintained & appealing to guests.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintain guest contact by providing excellent customer service & responding in a courteous and timely manner
- Knowledgeable with the Flathead Lake area, history, points of interests and sights
- Promote The Shadow & KwaTaqNuk Resort specials/events/promotions
- Knowledgeable of The Shadow's schedule, ticket pricing, etc.
- Monitor fuel levels
- Know fuel prices, refuel boats
- Keep fuel dock & area clean
- Be safety conscious at all times
- Responsible for accurate register (fuel) transactions for cash and credit accounts
- Responsible for the paperwork associated with any fuel transactions
- Keep the Marina, Docks, shore areas free of litter/trash
- May need to assist guests boarding & disembarking
- May need to assist with emergency situations

### **SUPERVISION EXERCISED:**

- None

### **EDUCATION and/or EXPERIENCE:**

- High School Diploma or GED
- Must be 18 years of age.
- Previous marina experience is preferred

### **SPECIAL QUALIFICATIONS:**

- Excellent customer service skills
- Ability to follow written & oral instructions/directives
- Problem solving
- Excellent verbal & interpersonal skills
- Strong team player
- Cash handling experience
- Knowledge of safety & emergency procedures
- Spill response
- Must know how to swim
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing

### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- This position is Seasonal
- This position requires physical activity & stamina

- Ability to lift and/or carry 40+ lbs.
- Ability to respond quickly
- Ability to stand, walk for long periods of time & have good balance
- Will work on uneven, wet and/or slippery surfaces
- Ability to work in all types of weather including inclement weather
- Must be able to work flexible hours/shifts including evenings, weekends & holidays required

**CERTIFICATES/LICENSES & REGULATIONS:**

- Current basic First Aid & CPR training
- Basic Safety training

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

\_\_\_\_\_  
Employee Print & Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date