

PRESQUE ISLE HARBOR ASSOCIATION

Job Description Clubhouse Attendant

QUALIFICATIONS:

1. Able to work effectively with the membership and public.
2. Able to make change and count money.
3. Able to perform janitorial services as required.
4. Able to maintain order, enforce established rules and protect the facilities.
5. Knowledge of first aid and lifesaving techniques.

Duties include but are limited to the following:

1. Follow Clubhouse rules.
2. Check property owners cards and be sure to have all people entering the clubhouse register.
3. Be courteous at all times to Property Owners and their guests.
4. Maintain neat appearance.
5. Be aware of emergency phone numbers.
6. Fill out time sheet daily.
7. Keep busy:
 - a. wash windows
 - b. wipe tables
 - c. keep counter clean
 - d. vacuum all areas every day
 - e. check restrooms for supplies and re-stock as necessary
 - f. mop floors as necessary
 - g. etc.
8. Be as helpful as possible.
9. Check pool frequently for infraction of rules and for proper chemical content as directed.
10. Check and keep clean locker rooms, toilet areas and showers.
11. Register campers as necessary.
12. Issue Property Owner cards when required.
13. Receive and secure assessment money when applicable.
14. Follow the Clubhouse closing procedure.
15. Other duties assigned by the Executive Director.