



GRAND HAVEN CHARTER TOWNSHIP
Job Description

Position: **BEACH ATTENDANT**
Department: Public Services Department
Reports To: Public Services Assistant Director
Status: Seasonal, Part-Time, Non-Exempt
Pay Grade: Summer Help
Revision: 03/2016
Reviewed: 03/2016

SUMMARY:

Under general supervision, the person hired to fill this position will enforce the occupant limit, parking limitations, and all other rules and regulations pertaining to the use of the Buchanan Street road-end beach access. This seasonal position begins the third weekend in June and ends Labor Day weekend. The hours are each Saturday, Sunday, and all holidays from 10:00 a.m. to 6:00 p.m.

ESSENTIAL FUNCTIONS:

- Enforcement of the occupant limit, parking limitations and other rules and regulations pertaining to the use of the Buchanan Street road-end beach access.
- Communicate effectively with residents, law enforcement, and Township staff.
- General upkeep of area including trash pickup.
- Open and/or close gate(s) as necessary.

SUGGESTED EDUCATION, EXPERIENCE AND TRAINING:

- Some experience with security operations may be beneficial.
- Some experience in working with the general public.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in establishing effective relationships with the general public.
- Ability to maintain discipline.

PHYSICAL AND MENTAL DEMANDS:

- Hearing, seeing, speaking, walking, bending.
- Climbing over obstacles; climb up and down inclines without assistance.
- Gaining access to sites with steep terrain, such as dunes and eroding bluffs.

- Performing routine tasks outside which may include being exposed to cold, heat, dampness, and noise.
 - Ability to communicate verbally in an effective manner.
 - Ability to respond to concerns and complaints from sometimes irate citizens.
 - Ability to comprehend and complete tasks based on verbal and written directives.
 - Ability to work efficiently with minimum supervision.
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Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

Employee Printed Name

Date

Employee Signature