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Richardson Wooden Boat Dock Hand

JOB: Seasonal, Hourly (Non-Exempt)

DEPARTMENT: Operations

REPORTS TO: Human Resources and Director of Guest Services

SUMMARY: The Richardson Wooden Boat Dock Hand will work as part of a team that cleans and crews *Amazing Grace*, a 1937 Richardson cruiser/wooden boat. This individual must enjoy working with people, be upbeat, positive, confident, action-oriented and customer service-oriented.

Must be available to work from mid-May to mid-August, and is expected to work evenings, some weekends and all summer holidays (Memorial Day weekend and Fourth of July). Lakeside provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Uphold Lakeside's mission statement and personally represent its goals and values at all times while on the grounds of Lakeside
- Provide general information to guests in a timely and efficient manner; knowledgeable of events, programs, history and mission of Lakeside
- Care and clean *Amazing Grace* prior to guests' arrival
- Responsible for retrieving fenders from storage and tying to the dock prior to the boat's arrival
- Assist guests in safely boarding and departing cruises
- Maintain open communication with the Information/Waterfront Center to confirm guests' reservations
- Ensure the safety of guests, employees and all equipment
- Ensure customer relations and satisfaction are of highest priority

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school graduate or its equivalent. Certification in boating course or knowledge of boating preferred, but not required.

LANGUAGE SKILLS: The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHEMATICAL SKILLS: The ability to apply basic math concepts.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to interpret a variety of instructions.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 40+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee will work an eight-hour shift in an outdoor environment, regularly exposed to wet, cold, humid, hot and very hot conditions. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:

employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date