

Town of Limington

Limington Parks & Recreation Department

Job Description- Beach/Parking Lot Attendant

Primary Responsibilities include:

- Monitoring patron's activities during the day and enforcing rules as needed
- Collect and record day use fees, making necessary change
- Collect and record season pass sales
- Inspect all boats and trailers for presence of vegetation before launching
- Sign out/sign in recreational equipment
- Unlock the main gate each day if RV host hasn't done so already
- Rent watercraft
- Monitor the beach for safety issues
- Perform required cleaning and maintenance on a daily basis

Minimum Qualifications/Experience:

- Individual must be at least 18 years of age and pass a background check.
- Individual must be flexible because the workdays may change weekly.
- The individual must be capable of walking/standing 4-5 hours as there is a lot of walking around involved.
- The successful applicant will have experience with dealing with the public.
- Must be able to lift 40 pounds and meet the other physical requirements as described in the Job Description.

Parking lot Attendant Duties

1. Lock the door when away from the attendant's shack to insure the cash register is safe. The cash register is the responsibility of the parking lot attendant.
2. Collect money for watercraft rentals and make sure rental agreements are signed- Radio Beach attendant to confirm rentals and return times.
3. Cashout the register at 5:45 by printing the balance sheet and counting the money to confirm they match. Place the total minus \$200 into an envelope with the day of the week on the outside. The department totals from the cash register shall be noted in the daily log form with the deposit with the date entered. The deposit should then be put in the deposit draw of the safe and the \$200 till funds put in the safe door. The total money counted must equal cash register receipts for the day. (reports for card and cash sales can be printed from Square POS system) Please report any issues or inconsistencies to the recreation director immediately- The recreation director will sign off on all deposit slips.
4. Parking Lot Attendant shall preform basic boat inspections and direct any watercraft to the boat launch. There is no charge for those going to the boat launch. No vehicles other than boat pulling vehicles may enter the boat launch area and park there. (The Town Free beach

parking is before the gatehouse) All watercraft, trailers, and motor bottom ends must be inspected to insure there is no visible plant material attached. If plant material is observed point it out to the owner who must fully remove it before being allowed to proceed into the boat launch area. **THERE IS NO CHARGE** for using the boat launch.

5. The Parking Lot Attendant is responsible for locking the rec area gate at night if the RV host is not there. Pull on the gate lock after locking to make sure it has actually locked, it has been found unlocked in the morning! The gray steel boat launch gate is left open at all times.
 - Before locking the gate and leaving at 6PM, make sure all cars are out of lower parking area. If anyone refuses to move their vehicle please contact the recreation director. If an owner cannot be found any vehicles still in the lot will be locked in (please report this to the recreation director immediately.)

Beach Attendant Duties

1. Bathrooms are to be checked and *cleaned as necessary* throughout the day – restock toilet paper, paper towels, and soap from the storage building. Cleaning supplies are in the storage building as well, gloves and disinfectant wipes. Dispose of used cleaning supplies in the TRASH, not the toilets! RV Host is responsible for maintaining supplies, let him/her know if something is running out. Whoever is on BEACH DUTY that day is responsible for checking and cleaning the toilets at the end of the day. The baby changing station must be checked for supplies every as well.
2. Daily, the BEACH ATTENDANT is responsible for checking for and picking up trash that guests may leave on tables, grounds, beach, and play area.
3. The BEACH ATTENDANT shall daily – make sure ALL charcoal grills are cleaned out into the metal trash cans with lids tightly secured.
4. The BEACH ATTENDANT is responsible for unlocking canoes and Kayaks, issuing life vests and paddles and insuring compliance to all provisions in the contract. Payment and paperwork is handled by the Parking Lot Attendant. Customers shall pay a refundable \$5 deposit against putting the watercraft back on the racks. This deposit is forfeited if the customer does not return the craft to the rack. Canoes and kayaks may not be available depending on Camp use- Recreation director or site coordinators for the camp will communicate this information.
5. The BEACH ATTENDANT shall check to make sure watercraft are stacked and locked securely before leaving for the day.
6. The BEACH ATTENDANT(s) are responsible for mowing and string trimming of the area around Pete's pavilion, the camp building, and along the beach front area and picnic areas inside the gate. Some light tree pruning, brush cleanup, etc. area also required.
7. Check trash and returnable receptacles throughout the day and empty as necessary. All trash must be placed into the dumpster in parking lot for trash pick-up on Tuesday.
8. Enforce the rules for the public swim float – use the siren and loudspeaker to control the situation. Use common sense and courtesy, but insure compliance so maintain a

safe swimming environment. Please call 911 for anyone not complying with beach/swim rules.

9. Enforce the no smoking and NO ALCOHOL policies with courtesy but firmness. Call 911 if you have a customer who refuses to comply. Any customer who is under the influence will be ejected from the park, call 911 for assistance; do not try to do this yourself!
10. Keep the beach clean and raked, deep holes are a danger and shall be filled in towards the end of the day. (The tractor may be used for dragging the beach if approved by the recreation director first)
11. On weekdays from June 30th to AUG 8th, the posted Summer Day Camp beach area, picnic tables, dock and swimming float is off-limits to the public from 9am to 4pm. If you see customers playing in the Day Camp beach area during the week during camp hours please ask them to move to another part of the beach.
12. The changing rooms must be kept clean and inspected daily.

GENERAL WORK RULES

Rainy Day Schedule:

- The RV host is responsible for communications with weather, but please reach out to them with any question of whether the beach will be open.
- RV Hosts day off – Please contact the recreation director to confirm if the beach will be open. Some days we may delay opening and/or close early. Contact the recreation director with any questions or to confirm work schedule.

All emergencies shall be called in using 911. An incident report is required to be completed for all issues where 911 is called. The incident report shall be turned into the recreation director the same day!

The Summer Day Camp Site Coordinator is responsible for insuring that all summer camp property is secured at the end of the day, including buildings, kayaks, and equipment. If you find unlocked doors, equipment unsecured, secure the items and let the Recreation Director know the next day.

Any issues between the Day camp program and the Beach operation shall be raised and discussed with the Recreation Director.

The storage building is the primary responsibility of the beach staff and shall remain locked when not in use.

If you know you will not be able to work on your regularly scheduled time, arrange for someone else to work for you. Communicate any changes with the Recreation director and RV Host.

If the person who is supposed to work does not show up, please contact the recreation director- the entry booth is always the priority when at the beach. If you miss more than one day of work with no prior notice you will be terminated.

The RV Host's RV and immediate yard area is off-limits to the public. This is their personal space and there should be no reason for customers to wander into their space unless invited.