



Windsor Yacht Club

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Position: Dock Staff

Accountable to: Harbour Master

Supervision Given: Minimal

Skills Required

- A positive attitude combined with the ability to communicate fluently and relate well to Members in the leisure environment and the ability to manage and motivate staff
- Awareness and an eye for detail in all aspects of work
- High standards of presentation and accuracy in written work
- Willingness and ability to assist with any task needed at the Harbour
- CPR/First Aid Training
- Line handling skills including ability to tie various knots, toss, and cleat lines.

Job Summary:

The Dock staff is responsible for maintaining the cleanliness of the three harbours with a total 157 slips and assist the Harbour team to serve Members and guests by performing the following duties.

Primary Duties and Responsibilities:

- Opening duties/daily prep, grounds clean up, and general property maintenance.
- Treat all Members with first class customer service
- Perform daily opening and closing job duties
- Clean, inspect, and report on the condition of the docks
- Contribute towards a healthy, safe, clean, and fun work environment
- Clean restrooms, docks, walkways, sidewalks, equipment, and all other areas of the facility.
- Assist and support special events at the harbour that may take place outside of normal operating hours
- Exhibit character that will lend themselves to a culture of qualities that possess and display a proactive, professional, honest, trustworthy, and strong work ethic
- Carries out routine cleaning duties that meet established quality standards for all harbour related operations; insures the recognized standards are maintained and that quality, and delivery commitments are met
- Assists the Harbour Master and other Dock staff in harbour related duties such as securing boats to docks, connecting and monitoring utility services (power, water, etc.), waste disposal and facility sanitation
- Provides the highest level of Member and guest services, expedites any and all requests from vessels
- Reports disturbances in dock area to superiors and maintains general vigilance
- Provides service to harbour guests and carries out routine marina maintenance
- Complying with instructions or duties as may be reasonably assigned
- Unlimited or unimpaired ability to walk, bend, stoop, climb and work safely around water or on a ladder.
- Ability to lift up to 50 pounds.
- Ability to use a radio.