



## Job Description

<b>Job Title:</b> Beach Attendant (Morrisburg & Iroquois)	<b>Last Revision Date:</b> March 2025
<b>Reports to:</b> Director of Parks, Recreation & Facilities	<b>Approved by:</b> Council
<b>Wage Level:</b> \$30/hr – Part-Time	<b>Effective Date:</b> Weekends & Holidays Summer 2025

**Job Summary:** The Beach Attendant is responsible for ensuring a safe and enjoyable experience for visitors to the beach on weekends during the summer months. Beach attendants will be required to collect fees and act as a liaison for patrons of the Morrisburg and Iroquois Beach. This role involves providing both customer service and administrative duties.

### Duties & Responsibilities:

- Provide friendly and helpful assistance to beach visitors.
- Answer questions about beach rules, facilities, fees, and local information
- Manage the collection of fees and complete the end of day cash reconciliation.
- Operate point-of-sale (POS) systems and handle financial transactions and receipts accurately.
- Excellent customer service and communication skills
- Report any safety concerns or incidents to the supervisor.
- Handle customer complaints in a professional manner, and when needed, pass the complaint along to the supervisor.
- Report any maintenance issues or safety hazards to the supervisor.
- Reliable and punctual.
- Ability to enforce rules in a polite but firm manner.

This job description is intended to summarize the responsibilities *of the job and is not a comprehensive list of all duties to be performed.*



### **Education and Experience:**

- Applicants with 3-5 years experience working in customer service roles would be considered an asset.
- Proven experience in cash handling and customer service
- Ability to speak other languages is considered an asset
- Basic first aid and CPR certification (preferred, or willingness to obtain) would be considered an asset.
- Valid Ontario Class G Driver's license.

### **Work Environment:**

- Must be available to work weekends and holidays
- Ability to work outdoors in various weather conditions.
- Part-Time Hours on weekends and holidays must be available a minimum of 50-75% of the days scheduled for 2025.
  - June – 28<sup>th</sup>, 29<sup>th</sup>
  - July -1<sup>st</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>
  - August – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>
  - September – 1<sup>st</sup>

### **Application Deadline:**

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until **March 26, 2025, at 12:00 pm (Noon)**. Please send resume to [hr@southdundas.com](mailto:hr@southdundas.com). We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act*, RSO 2001, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.