

# Job Listing – Seasonal Staff

## Seasonal Staff - Crew

**Department:** Seasonal Staff

**Location:** Jayhawk Marina, Hillsdale Lake, Paola, KS

**Reports to:** Marina Managers

### Responsibilities:

1. Open and close the facility to include setting up and maintaining equipment and procedures for daily use.
2. Daily cleaning and upkeep of the marina and it's facilities.
3. Ensures that marina facilities safety policies, maintenance, and custodial needs are performed.
4. Provide a high level of customer service to marina tenants and the public by providing information on services and events available in marina.
5. Become proficient at using our various operating systems, including POS transaction processing, reservations, and more.
6. Subject to perform other duties as assigned or apparent.

### Minimum Qualifications and Requirements:

1. Must be 16 years of age or older by April, 1<sup>st</sup> 2024.
2. Act with the highest level of integrity and maintain a professional and positive attitude.
3. Strong work ethic and personal commitment.
4. Ability to communicate effectively with managers, coworkers, and the public.
5. Ability to work independently in a fast-paced environment with frequent interruptions.
6. Must be able to complete assigned work in an efficient and timely manner.
7. Ability to work in a team environment to achieve team, department, and company goals.
8. Ability to be a self-starter and work independently without direct supervision.
9. Must have strong organizational and handwriting skills along with the ability to prioritize work.
10. Must not be afraid of water and must be able to swim.
11. Must be punctual and on time daily. All shifts available to include Weekends and Holidays.