



Part-Time Custodian/Canoe Attendant

Job Title: Part-Time Custodian/Canoe Attendant

Status: Part-Time/hourly

Salary: \$11.00 per Hour

Hours: Varies, 10-30 hours per week. Work as needed between the hours of 5:00 am to 1:00 am, including weekends and some holidays.

Description of Position

The part-time custodian/canoe attendant is responsible for setting up and cleaning facilities for rentals and other events on an as-needed basis. They are also responsible for cleaning and maintenance of all buildings inside and out. The employee will also be responsible for setting up canoes and kayaks, demonstrating proper safety procedures for kayaking and canoeing, and supervising the lake during canoe hours. The position is not a lifeguard position, but the candidate must be able to swim and lift 50 pounds numerous times during a work period and work in all weather conditions. This position works as needed between 5:00 am to 1:00 am, including weekends and some holidays.

Qualifications:

Must be able to swim. Must possess a service-oriented personality and be able to communicate clearly.

Must be able to listen to and understand information. Must be able to follow directions and perform responsibilities as described.

Must have good problem-solving and organizational skills. Must be capable of following directions, using good safety awareness, and applying sound judgment in decision-making situations. Must be able to lift 50lbs multiple times during a work period.

Essential Duties and Responsibilities

1. Thoroughly clean rental facilities before and after each event.
2. Set up tables and chairs and according to floor plan before the client arrives for the event.
3. Takedown tables and chairs and store them in an orderly fashion after each event.
4. Maintain restrooms in all buildings during shift.
5. Complete regularly scheduled maintenance duties.
6. Set up and put away canoe station.
7. Demonstrate and explain proper safety procedures for kayaking and canoeing.
8. Assist patrons on and off canoes and kayaks.
9. Supervise the lake area.
10. Assist with Lake Katherine event preparations.
11. Be familiar with Employee and Safety Manual.

Other Duties/Responsibilities

1. Willingness to take on responsibilities and challenges.
2. Honest work ethic.
3. Assist peers when needed or requested.
4. Flexible.
5. Able to work alone.

Physical Demands

This position will consistently and regularly be handling materials up to 50 lbs. and willing to work in all weather conditions.

Those wishing to apply should send a resume and cover letter before 5:00 pm on March 31, 2021:

Bridget.provost@lakekatherine.org

Noting Part-Time Custodian/Canoe Attendant in the email subject line (email text can also serve as the cover letter).

Please do not call or email Lake Katherine about the posting; only those selected for an interview will be contacted.

Lake Katherine Nature Center & Botanic Gardens is an equal opportunity employer. EOE/M/F/D/V