



JOB DESCRIPTION

POSITION TITLE: Associate
DEPARTMENT: Marina
SALARY:
POSTING DATES

GENERAL DESCRIPTION: Performs assigned duties and responsibilities with the overall goal of providing excellent customer service. Is under the direction of the Marina Supervisor on duty.

DUTIES AND RESPONSIBILITIES:

- Operates tills according to cash handling procedures.
- Assists customers in the purchase of bait and c-store items.
- Assists customers in the rental of boats, pontoon, slips and fishing equipment and ensures reservations are recorded correctly.
- Assists customers in the rental of ice fishing equipment and ice houses and ensures reservations are recorded correctly.
- Completes check-in/check-out list for all rental equipment to assure no damages have occurred.
- Records bait deliveries.
- Records gas purchases via local credit.
- Cleans and provides upkeep of all Marina boats, pontoons and all other rental equipment on a daily basis.
- Provides excellent customer service to Casino and Marina guests.
- Cleans bathrooms, fishing cleaning room, c-store, food vending area, shelves, windows, and till area.
- Picks up trash/debris around Marina building and sweeps sidewalk and outside deck as needed.
- Empties trash receptacles at the gas pumps and ensures window cleaning buckets are filled.
- Provides fish cleaning service for customers.
- Provides propane fills for customers.
- Bags ice as needed.
- Follows all Casino and Marina policies and procedures.
- Other duties as may be assigned.

QUALIFICATIONS:

- High School Diploma or GED.
- Retail or cash handling experience.
- Physical requirements-bend, lift up to 50 lbs, and stand for long periods of time and work in extreme weather conditions.
- Must pass pre-employment drug test and meet eligibility requirements for gaming license.

EMPLOYMENT STATUS:

- Full-time hourly position.
- Full benefits package including Personal time off, Health Insurance and 401 (k) Retirement Plan.
- Native American preference applies.