

**CITY OF GROTON
POSITION DESCRIPTION
BEACH ATTENDANT**

Position Title: Beach Attendant
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
Contract: Seasonal
Approval Date: February 1, 2021

SUMMARY

The Beach Attendant, under the general supervision of the Director of Parks and Recreation and/or Beach Supervisor, performs a variety of routine daily tasks (i.e., sweeping, beach clean-up, gate attendant) and handles sale of daily parking tickets and other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Understands and follows procedures for the sale of beach parking tickets.
2. Maintains an accurate account of attendance statistics and sums of money.
3. Performs cleaning tasks as assigned.
4. Operates the computerized cash register and safeguards monies received from ticket sales.
5. Promotes a professional and courteous image of the City of Groton.
6. Follows all safety rules and assists in maintaining a safe environment for members of the public.
7. Ability to handle potentially confrontational patrons.
8. Performs other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

Ability to develop and maintain effective relationships with co-workers and members of the general public.

Ability to understand and follow verbal and written instructions.

Knowledge of rules and regulations pertaining to the beach.

Ability to resolve problems as they arise.

EDUCATION AND/OR EXPERIENCE

Must be 18 years of age at start of program.

High school diploma or equivalent.

Knowledge in basic math to be able to make money transactions from ticket sales.

PHYSICAL DEMANDS

While performing the duties of this position, the individual is frequently required to talk and hear; required to stand; walk; sit; use hands and fingers, reach with hands and arms and stoop. The individual may occasionally be required to lift up to ten (10) pounds.

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WORK ENVIRONMENT

The work is performed outside and in a guard gate building and the individual may be exposed to the elements of weather.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE