

Job Description
Cloquet Community Education & Recreation

Pinehurst Beach Assistant Manager

Department: Cloquet Community Education

Reports to: Aquatics Coordinator

General Description: Assists Beach Manager with operation of the Beach outdoor swimming area and concessions.

Education/Licensure Needed: Prefer education and experience in related field or currently enrolled in related program; Red Cross Lifeguard certification, First Aid and CPR..

Job Qualifications: At least 18 years of age and graduated from high school, lifeguard experience required, prefer experience working in recreation programs or facilities. Must have ability to work with public and possess excellent public relations skills.

Job Duties:

1. Supervising:

Assists in hiring, training and scheduling qualified lifeguards and concession stand employees.

Provides leadership and direction for all aquatic facilities and programs. Responds to daily weather at the Beach to assure public safety. Reports any problems to the Aquatics Coordinator in a timely manner. Ensure that families are having a safe, fun time.

Expectation is for Assistant Manager to work as site supervisor which will include hours in rotation as a lifeguard, with remaining duties (time sheets, deposits, scheduling, etc.) to be completed either at Beach or Community Education office.

2. Fiscal Supervision:

Oversee the collection of monies for annual passes and daily passes. Ensure that all collections and deposit procedures are followed. Ensure that a daily attendance report is filled out and saved.

Works within budget limitations and keeps programs financially efficient while maintaining a high level of public safety.

3. Concession Stand Management:

Schedule workers for concession stand using existing staff when possible to stay within budget.

Establishes and maintains concession stand inventory with goal of improved nutrition offerings.

Prepare and place orders for concession items. Ensure training of concession staff in safe food handling practices (washing hands, etc.) Oversee efficient operation of concession stand to benefit patrons of Beach.

Special Events: Plan and implement any special events at the Beach, including July Fourth. Assist in party rentals, set up, etc. Beach Assistant Manager is REQUIRED to be in attendance for all special events.

4. **Performs a variety of miscellaneous duties** such as answering phone, collecting money, explaining rules to patron groups, order supplies,, etc. Qualified to step in and sub for any employee. Attends all staff in-service trainings.
Suggests changes to improve the efficiency and safety of the facilities and programs.

Dates of Employment:

32-40 hours week June, July, August..

Required dates of work: June 28th, June 29th, July 4th, July 5th, July 6th, July 19th, July 20th, July 21, August 2nd, August 3rd.

Rate of Pay: \$14.74 hour

Deadline to Apply: May 20, 2019

Send application, references, letter of intent to: Ruth Reeves, Community Education, 2001 Washington Ave., Cloquet, MN 55720 (application may be found on Cloquet Comm Ed website).