

YOUR LOGO  
HERE

## Abbey Marina PO box 77

<b>Job Title:</b>	Runner	<b>Job Category:</b>	Job Category
<b>Department/Group:</b>	AHCA	<b>Job Code/ Req#:</b>	Job Code/ Req#
<b>Location:</b>	Fontana	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$ 8.00-\$12.00 hourly	<b>Position Type:</b>	Seasonal part-time
<b>HR Contact:</b>	Harbormaster	<b>Date Posted:</b>	1/1/22
<b>Will Train Applicant(s):</b>	Harbormaster	<b>Posting Expires:</b>	6/01/22
<b>External Posting URL:</b>	External Posting URL		
<b>Internal Posting URL:</b>	Internal Posting URL		

### Applications Accepted By:

**FAX OR EMAIL:**

[Info@abbeymarina.com](mailto:Info@abbeymarina.com)  
262.394.5544

**MAIL:**

Captain Joe O'Malley  
Abbey Marina PO box 77  
271 Fontana Blvd  
Fontana, Wi. 53125

### Job Description

**ROLE AND RESPONSIBILITIES**

- Greet members with a friendly, upbeat, courteous and professional manner
- Maintain an emphasis on guest hospitality
- Provide positive interaction with members and guest
- Adhere to all safety policy
- Assist in maintaining cleanliness of bar, pool, deck, and harbor house
- Keep pool furniture and deck area clean and neat
- Remove debris from pool when necessary
- Maintain cleanliness of restrooms throughout the day including stocking paper towels, hand soap, tampons, toilet paper
- Sweep entrances to harbor house
- Maintain clean glass doors
- Pick up litter and debris in and around harbor house and property
- Take out trash and recycling as necessary. Re-bag all cans
- Clean all areas of the property, Utilize **Clean as you go** model
- Clear and clean tables regularly throughout shift
- Assist with food prep
- Assist in bar opening & closing procedures
- Assist in operation of Kitchen and Bar
- Anticipate the needs of bartenders through the day
- Maintain stock of beer, liquor, ice, and other bar supplies as directed by the bartender
- Assist with weekly inventory
- Review all food orders for accuracy
- Communicate with kitchen and staff regarding food orders

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- Take and deliver food orders to/from Pool area
- Water plants and beds as necessary
- Accurately operate handheld computer
- Assist in the delivery of food, beverage, ice, and other marina products to members and customers
- All other tasks as requested by Bartender, Food and Beverage manager

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

No experience necessary

### REQUIRED SKILLS

Trustworthy, Leadership potential, Attention to detail, Positive attitude, Self-motivated, Communications skills, Critical Thinking, Team attitude, Multitasking, patience, Tact and Ability to sit, stand, bend lift, walk for long hours in all temperatures.

### ADDITIONAL NOTES

Must have availability on weekends, nights, and holidays during the season April 1<sup>st</sup> –October 8<sup>th</sup> (holidays include; Memorial Day weekend, Independence day weekend, Labor Day weekend, COSI boat day, Antique Boat Show and Special Marina events)

Reviewed By:	JMO	Date:	2/1/22
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time