



## **Riverbank Marina Seasonal Dock Hand Supervisor Position**

### **Primary Dock Hand Supervisor Duties:**

- Supervise the Dock Hand Team on-site during the boating season
- Act as a go-between office staff and Dock Hand Team
- Assign Dock Hand duties/locations and ensuring they stay on task
- Monitor Dock Hand schedules to make sure lunch and breaks are taken on time
- Email daily reports/logs to all Marina staff
- Work with the Dock Hand Team, hired parking lot attendants, contracted security and other staff to maintain the first-class atmosphere at Riverbank Marina
- On-site contact for late night issues
  
- Assist in all Dock Hand duties including:
  - Ensure all Riverbank Marina rules & regulations, policies and procedures are being adhered to by tenants and guests
  - Guest Docking and Dinner Docking for those visiting the Marina via boat
  - Collect Dinner Docking and Guest Docking fees from visiting boaters
  - Monitoring the Accommodation Dock (in front of Crawdads)
  - Help tenants in docking their boat, carrying coolers and belongings, and delivering ice
  - Keep the property looking clean and safe by emptying trash and cleaning up any spills
  - Patrol the property to discourage vandalism, theft, and loitering
  - Maintain a safe environment on the docks at all times

### **Dock Hand Supervisor should have the following experience:**

- Managing Employees / Time Management
- Customer Service/Customer Relations
- Effective communication skills via email and written reports
- Delegate and prioritize tasks
- Knowledge of marina operations and/or boating is a plus
- Security, law enforcement or military experience is a plus

### **Dock Hand Supervisor requirements:**

- Be a strong swimmer
- Have own reliable transportation & valid drivers license
- Able to walk up and down stairs numerous times in a shift
- Able to carry heavy loads
- Able to work outside in the hot Sacramento sun