



Head Beach Attendant

Job Description

I. IDENTIFYING INFORMATION

JOB TITLE	Beach Attendant	WORK LOCATION	Varies
SUPERVISOR	Public Works Superintendent	FLSA STATUS	
DEPARTMENT HEAD	Public Works Superintendent	PAY GRADE	2
DEPARTMENT	Public Works	EFFECTIVE DATE	May 28, 2026

II. POSITION SUMMARY

The Head Beach Attendant oversees daily operations of beach house to ensure a safe, enjoyable, and clean environment for beachgoers. Primary responsibilities include maintaining cleanliness of the beach area, assisting visitors with inquiries, rental and sales of offerings, and ensuring adherence to beach rules and regulations. This position requires excellent customer service skills, attention to detail, and the ability to work effectively.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitor beach activities to ensure adherence to rules and regulations, including enforcing swimming and alcohol policies.

Scheduling of staff and supervision of all beach attendants.

Drop off of daily funds.

Rental of beach equipment.

Collection of liability waivers.

Sales of retail items.

Monitoring of loaner life jackets.

Ordering of supplies, merchandise, and equipment.

Clean and groom the beach area regularly to maintain cleanliness and safety standards.

Assist visitors by providing information about beach amenities, local attractions, and safety guidelines.

Sweep and clean bath house, sweep dock and pick-up any items left on the beach.

Promptly call 911 to report life-threatening emergencies.

Respond promptly to visitor inquiries, requests, and emergencies; providing assistance as needed.

Report maintenance issues, safety hazards, or incidents to appropriate personnel promptly.

Promote a positive and welcoming atmosphere for all visitors by delivering excellent customer service.

Light office and grounds maintenance and cleaning including, but not limited, sweeping, changing light bulbs, etc.

Any other duties as assigned by Public Works Superintendent.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Communicate tactfully and effectively with the general public, elected officials and staff.

Ability to work independently and as part of a team in an outdoor environment.

Understand and abide by all safety rules.

Strong attention to detail and a commitment of quality workmanship.

V. MINIMUM QUALIFICATIONS

18 years of age.

High school diploma or equivalent.

Basic understanding of beach safety practices and emergency procedures.

Ability to work outdoors in varying weather conditions.

VI. DESIRABLE QUALIFICATIONS

Certification in CPR and First Aid (or willingness to obtain upon hiring).

This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.

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