



Lake Entiat Estates

JOB TITLE:	Clubhouse Monitor / Safety Services
REPORTS TO:	Community Manager
	Seasonal Full-Time (May 21 – September 8)

BASIC FUNCTION:

The primary responsibility of the Clubhouse Monitor is to assist members and oversee the pool and clubhouse areas. The ideal candidate must be able to address the concerns of our residents in a friendly and professional manner. By being visible you can deter most issues of non-compliance.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be 18+ years old.

SPECIFIC DUTIES & RESPONSIBILITIES

The following job description outlined is an overview of the position's responsibilities, however in order to maintain a "team concept" everyone may be called upon to assist in other areas in order to provide our clients with the best possible service.

Clubhouse Monitor (Friday-Sunday 10 am – 6:30 pm)

- Preserving order through education and/or enforcement of the Association rules
- Check vehicles and boats to make sure all are permitted
- Keep a log of all incidence and compliance issues
- Report all safety hazards to management
- Basic maintenance and cleaning of clubhouse and pool areas
- Maintenance of potted plants; water in afternoon, deadhead, fertilize as needed
- Work fixed post positions as needed during special events
- Project a positive image of Lake Entiat Estates by maintaining a pleasant and professional demeanor with members, visitors and employees
- Staff informed to be able to offer assistance and providing direction and/or information to members
- Other duties as requested by Community Manager

Safety Services (Wed & Thursday 3:30 pm – 12 am)

All duties listed above as well as;

- Perform neighborhood patrols; visually checking homes and community property. Report anything unusual such as broken windows, doors, pipes or suspicious activity
- Provide daily log of issues and irregularities, such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences
- Secure pool deck, clubhouse and park at end of shift
- Inspect, and adjust security cameras or review footage as needed
- Contribute to overall safety and security of public by maintaining a uniformed presence and contacting police assistance when needed
- Never use physical force, we are here to observe, provide education and report

KNOWLEDGE AND SKILLS:

- Self-motivated with ability to work unsupervised
- Must have good oral communication and judgment skills
- A professional, helpful, positive demeanor
- Excellent customer service and the ability to get along with people
- Team oriented attitude
- Demonstrating ability to react calmly in stressful situations
- Resourceful

LANGUAGE SKILLS

- Must have the ability to read, write and speak English
- Must have the ability to read and interpret documents, such as safety rules
- Must have the ability to present information and respond to questions from owners and guests

EDUCATION AND/OR EXPERIENCE

High school diploma/GED/College Degree; or equivalent work experience that demonstrates qualities of sound judgment and dependability or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid driver's license
- First Aid/CPR training will be offered as card is required

PHYSICAL REQUIREMENTS:

Be able to sit, stand and walk for long periods. Must be able to lift, move, set up and remove tables, equipment, and other items weighing up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is occasionally exposed to various weather conditions; fumes; toxic or caustic chemicals.