



10948 E. Bayshore Rd.  
Marblehead, OH 43440  
Phone: (419) 798-4434  
employment@baypointresortandmarina.com

## Gate Attendant

Seasonal, Full – or part-time, approximate starting and ending dates: 3/1/21 to 11/1/21

### Job Summary:

As a Bay Point Gate Attendant, you are the first team member to greet members, guests, employees and vendors as they enter Bay Point. The Gate Attendant controls access to the property, handles guest passes and responds to emergency situations after the Welcome Center has closed.

### Duties and Responsibilities:

- Cordially greets members, guests, employees and vendors as they arrive at the gate
- Determine course of action when vehicles are at the gate: member, guest, employee or vendor
- Possess a working knowledge of Bay Point operations: marina, campground, etc.
- Handle guest passes using laptop and printer, called in or sent in by email
- Process guest passes, ramp passes, transient dockage, with member or guest
- Ability to communicate professionally and effectively using the phone and radio
- Able to assess and make decision for difficult situations should they arrive
- Ability to respond to emergency situations should they arise
- Represent Bay Point to potential members
- Providing exiting cars with a wave
- Adhere daily dress code standards (uniform and appearance)
- Any and all other duties assigned to you

### Skills and Qualifications:

- Attention to detail and accuracy
  - Good interpersonal and customer service skills
  - Ability to maintain composure in a fast-paced environment.
  - Must be able to work a flexible schedule based on operational needs including days, nights, weekends and holidays.
  - Keyboarding and computer literacy
  - Physical requirements are as follows: standing, sitting, hearing, speaking, reaching, lifting, pushing and carrying up to 30 pounds, bending and walking, able to stand on your feet during your shift
  - Flexible work environment requiring adaptability to demanding, fast-paced, noisy and temperature fluctuations.
  - Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures
- Any offer of employment will be contingent up satisfactory completion of background verification.

**Bay Point Resort and Marina is an Equal Opportunity Employer**