



The Cove
ELEUTHERA, BAHAMAS

BEACH ATTENDANT

Department: Food & Beverage

Supervision Received: Bar Manager / F&B Manager

Responsibility & Authority:

1. Ability to maintain a high level of guest service at all times in all guest services areas.
2. Upholds the resort commitment to hospitality.
3. Works closely with all departments to ensure guest service levels are being met.
4. Ability to deal effectively with all departments with regular communication.

Basic Function:

Performs an important safety work by supervising guests swimming and enforcing regulations by the Swimming Pool and the Beach area as well as cares for the guests' comfort. An essential responsibility of this role includes cleaning tasks, setting -up of pool and beach areas and attend to all guests needs within the same areas as per Company Standard procedures.

Work Performed:

1. Promote the image of the Resort by always projecting a neat and clean personal outlook.
2. **Be present and visible on the beach or at the pool at all times.**
3. Work closely with the F&B team order to maintain an effective and safe service by the Resorts' beach and swimming pools.
4. Consistently inspect swimming pool, decks, equipment, etc. for the purpose of ensuring that it is suitable for safe operations, maintained in an attractive and clean conditions, and/or identifying necessary repairs.
5. Greet guests in a warm and genuine manner, and provide them with assistance such as offering towels, arranging sun beds, umbrellas or providing information concerning our services and facilities in a prompt and efficient manner.
6. Provide life guard services and be ready to quickly react and rescue people in difficulty while swimming.
7. Collect all left behind personal belongings (lost & found), hand them over to a Supervisor at the end of your shift.
8. Check sun bed covers, wash and/or brush them daily; if any cover is found damaged ensure it is replaced by an integer one or reported to the Beach Supervisor.
9. Check all technical equipment and lights if they are working properly. Report all broken or damaged equipment to the Chief Engineer or Maintenance Manager.
10. Collect clean towels and return soiled ones to the Laundry. Ensure all linen handling is duly performed as per Company standards.
11. Prepare and implement a weekly and monthly deep cleaning plan and ensure all Pool Attendants follow the same by properly recording it.
12. Ensure a detailed hand-over is completed for the next shift.
13. Ensure the Beach and Pool area are kept tidy throughout the day and the sand is racked often
14. Ensure ashtrays are emptied and cleaned.
15. Report of technical difficulties or maintenance issues to the Supervisor.
16. Perform opening/closing procedures of the beach and pool.

17. Assist with setup and/or movement of equipment (e.g. sun-beds, sun-umbrellas, etc.) for the purpose of ensuring availability for special events.
18. Provide Food & Beverage services as per F&B standard operating procedures.
19. Responsible for the control of the towels up-keep, ensuring there is no-misuse of the same.
20. Ensure facilities regulations (i.e. compulsory use of swimming suits in the pools, no diving, no ball games, etc.) are adhered to.
21. Be knowledgeable of emergency procedures, and capable to provide practices of resuscitation, first aide, and CPR/PR techniques.
22. Be knowledgeable and updated on the safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.
23. To perform any other duty and responsibility as assigned by the Resort Management

Minimum Requirements:

Bachelor's degree from four-year College or university; or equivalent related work related experience and/or training. Prefer 1 year prior pool attendance and/or food and beverage operations experience. Must have lifeguard certification and be a first aider. Preferably possess strong organizational skills, excellent written and verbal communication skills and be able to perform and prioritize multiple tasks with ease. Strong guest and team member relations skills.

Physical Requirements:

- Work tasks are performed mainly outdoors, seasonally in extremely high temperatures.
- Ability to physically self-demonstrate professional techniques related to life rescue and safety practices, and guest interaction skills.
- Ability to lift, carry and manage heavy equipment and supplies.
- Work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour set-ups.
- Be prepared to deal with injuries and accidents as a result of the use of the pools.
- Requires walking and standing long hours, sitting, bending, listening and hearing ability and visual acuity.

I have reviewed and understand this job description.

Employee Signature/Date