



### **Marina Store Administrator/Clerk**

Catchacoma Marina is a full-service marina serving cottagers, residents and visitors from May to October. The marina has service docks, gas pumps, two full-time marine mechanics, propane, EV charging, water taxi service, boat rentals and more. The 1,200 sq ft store offers basic groceries, an LCBO outlet, ice cream, t-shirts and gifts as well as a variety of other marine and cottage needs.

As the Store Admin/Clerk, you will be responsible for the day-to-day operations of the store, including:

- Operating point of sale system for the store, gas dock, propane, etc.
- Receiving and processing A/R payments
- Cash reconciliation at shift change
- Ordering/picking up of supplies
- Inventory control
- Pricing, restocking and maintenance of merchandise
- Scheduling taxi trips and boat rentals
- Serving gas and oil for marine crafts as required
- Regular cleaning of store, storage rooms, refrigerators, washrooms, etc.
- Other duties as required

Providing exceptional customer service is our first priority. We are looking for someone who enjoys working with the public and who can provide service with a smile in a busy, sometimes hectic, environment. You will effectively manage your time to complete your duties and show initiative in improving the store's procedures, as well as the selection and presentation of merchandise, to better meet our customers' needs.

The position will report directly to the Marina Manager, work closely with the Marina's team of employees and maintain positive relationships with suppliers and contractors.

Job details:

- Seasonal full-time position, May to October
- Wage range: \$17 to \$20 per hour, depending on experience
- Approximately 40 hours per week, Monday to Friday, 8 am to 5 pm. Occasional evenings and weekends may be required.
- Smart Serve license will be required

If interested, please send your resumé to [manager@catchacomamarina.com](mailto:manager@catchacomamarina.com)