



WHISKEYTOWN MARINAS, LLC

Camp Store Clerk - Campground Maintenance

Reports to: Retail Manager

Seasonal - Pay \$17/hour non-exempt

Job Overview:

The Campstore Clerk is a vital member of the team at the Oak Bottom Camp Store & Campground, located at Whiskeytown Lake. The Camp Store serves the Oak Bottom Campground, which operates year-round, and caters to a diverse clientele of campers, visitors, and outdoor enthusiasts. This seasonal position encompasses a wide range of responsibilities, including retail operations, campsite cleanup, customer service, campsite reservations and check-ins/outs, and providing information about the local area and park regulations.

Key Responsibilities:

- Opening/Closing Duties
- Retail Operations
- Reservations
- Answering Phones
- Managing Daily Reservation List
- Camper Check-Ins/Outs
- Information Source for Customers and Visitors
- Excellent Customer Service
- Communicating Rules and Regulations to Campers/Visitors
- Promoting Events and Whiskeytown Offerings

Campsite Responsibilities:

- Cleans campsite

Additional Responsibilities:

- Store Upkeep
- Merchandise Display Organization
- Merchandise Audits
- **Compliance with All Rules and Regulations:** Adhering to all park policies, safety procedures, and operational guidelines.
- **Working Holidays and Overtime as Needed:** Based on our season, it is crucial we have staff during our busiest times of the year. Which include Memorial Day Weekend, July 4th Weekend and Labor Day Weekend. At times overtime may be needed, based on operational needs.

Physical Demands:

- Ability to stand for extended periods.
- Ability to lift and carry up to 25 pounds.
- Ability to work outdoors in various weather conditions.

Qualifications:

- Customer Service Skills
- Basic math and cash handling skills.
- Retail Experience
- Organizational Skills
- Communication Skills
- Problem-Solving Skills
- Bi-Lingual is a plus.

Benefits:

- Gain valuable experience in the marina and recreation industry.
- Enjoy a dynamic and engaging work environment.
- Opportunity to work outdoors.
- Potential for professional growth and development.

Work Schedule:

- This is an approximately 8–9-month Seasonal, non-exempt hourly, Part/Full-Time position. The Reservation Agent must be able to work holidays and weekends.
- The long-term goal for the person filling this position is that they would return seasonally every year.

Work Schedule:

- This position may require a flexible schedule, including weekends and holidays, depending on business needs. Hours can vary from 25-40 hours a week.
- Typical work hours may vary by location and seasonality.
- Occasional overtime may be required during peak periods or special events.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required for this position. Duties, responsibilities, and activities may change at any time with or without notice

EEO Statement: Whiskeytown Marinas LLC is an Equal Opportunity Employer.

At-Will Employment: I understand that my employment with Whiskeytown Marinas LLC is considered at-will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice. This job description is not a binding contract, and signing this document does not change the fact that Whiskeytown Marinas LLC is an at-will employer.

Signatures: This job description has been approved by management:

Manager: _____ Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Company guarantees every applicant for employment and every employee the right of equal treatment without regard to race (including traits associated with race, such as hair texture and protective hairstyles), sex (including pregnancy, childbirth, and related medical conditions), reproductive health decision-making, religion, creed, color, national origin, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, gender identity or expression, genetic characteristics, veteran’s status, age, lawful off-duty use of cannabis, usage of leave rights permissible under the Family Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other characteristic protected by Federal, State or local law.