



EMPLOYMENT OPPORTUNITY

Job Title: Pier Attendant
Hiring Range: Grade 13, \$13.63 per hour
Status: Part-Time, non-exempt position
Application Deadline: Open until filled

General Statement of Duties

Employees in this position handle various duties at the Town of Oak Island Pier. Work involves sales, customer service, cash register operation, cash handling and balancing and general support duties and maintenance involved in the day to day operations of the pier. As the Pier operates seven days a week, this position will require mandatory availability on weekdays, weekends and holidays.

Duties and Responsibilities

Responsible for assisting customers with purchases of concessions and/or merchandise in the pier house and providing assistance with any questions or concerns.

Must possess general knowledge of operating point of sale equipment and receiving and balancing of cash/credit transactions.

Perform cleaning of the pier house and the pier as necessary, emptying garbage and cleaning the concession and restroom areas on a frequent and daily basis and performing routine maintenance as directed.

Restock retail items as needed and notify supervisory staff when stock is low.

Perform any other duties as directed.

Must have the ability to work as a team member and coordinate with other employees as directed.

Must possess excellent customer service and communication skills and have the ability to follow both oral and written instructions.

Must be able to work a flexible schedule and maintain regular and constant attendance.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing in addition to possessing visual acuity and the ability to perform mathematical functions to maintain cash and facility records and balancing of cash or credit transactions. Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds constantly. Must have the knowledge and ability to use hand tools, small power tools (such as hand saws, electric saws and drills) and power equipment.

Desirable Education and Experience

High school graduate or GED diploma; or an equivalent combination of education and experience. Must possess a valid North Carolina driver's license. Preferred applicants with experience in a retail tackle shop environment.

How to Apply:

Please submit a completed employment application, which can be found on the town's website, www.oakislandnc.gov under the Job page. Applications can be emailed, faxed, or mailed (see below). The Town of Oak Island is an Equal Opportunity Employer.

Where to Apply:

Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Fax: (910) 278-9542
Email: HR@oakislandnc.gov