



**GVL RECREATION INC.  
JOB DESCRIPTION – LAKE STAFF**

**1. QUALIFICATIONS:**

- a. All Fishing/Boating Employees will give full disclosure of any physical handicaps or prior injuries that might prevent an employee from fulfilling job requirements, including lifting of weight.
- b. All employees must disclose any vacation plans that fall between May through October upon employment.

**2. JOB DUTIES:**

- a. Complete daily logs and incident reports as needed.
- b. Rent equipment.
- c. Maintain the boat dock area.
- d. Clean out boats.
- e. Outfit and inspect boats for public safety.
- f. Remove brush, debris, and weeds from around the lake, and maintain the general appearance of the area.
- g. Open and close boat dock as required per the Lake Operations Manager's instructions.
- h. Collect lake access fees at approved rates.
- i. Inspect and maintain bathroom facilities.
- j. Perform any record/log keeping duties as might be required by the Lake Operations Manager.
- k. Fishing/Boating Employees may be responsible for other duties not heretofore mentioned as instructed by the Lake Operations Manager.

**3. CONDUCT:**

- a. Fishing/Boating Employees must be in uniform while on duty.
- b. Fishing/Boating Employees must perform their duties with constant awareness of good public relations.
- c. Fishing/Boating Employees will observe all fishing and lake rules as set forth for stockholders and the public. There will be no preference or partiality granted for friends or family.
- d. If problems arise beyond the scope or authority of a Lake Employee's duties, he or she will be required to contact the Lake Operations Manager.
- e. Lake Employee will be expected to follow the work schedule and day to day direction as prescribed by the Lake Operations Manager and complete a daily timecard.

- f. Any employee disputes or conflicts which might arise, and which cannot be handled by the Lake Operations Manager, should be directed to the Board of Directors.

**4. COMPENSATION:**

- a. All hours worked beyond 40 hours per week will be paid per State and Federal guidelines.
- b. Non-paid time off will be determined on a first come-first served basis, as only one employee will be allowed off at a time with the Lake Operations Manager's consent.