



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

**PURPOSE:** To manage the daily operations of GVL Recreation Inc., by providing a safe, clean, and enjoyable environment for all who utilize the lake facilities. This position shall be divided into two categories:

**1. Responsibilities unique to this position:**

- a. Manage all GVL Recreation Inc., personnel, and activities.
- b. Perform a 40-hour shift as described on the Employee Shift Worksheet.
- c. Report any safety issues or hazardous conditions to the GVL Recreation, Inc. Board President.

**2. Responsibilities assignable to other staff:**

- a. Ensure that lake policies and rules are followed by all, including employees, volunteers, stockholders, and board members who use the facilities.
- b. Make sure that all equipment and facilities are in safe and operable condition in accordance with the direction given by the Board of Directors, county, state, federal, or other governing authorities.
- c. Maintain clean facilities.
  - i. Trash, litter, and debris collection.
    1. Empty trash cans daily or on an as needed basis.
    2. Litter collection on all access runs.
    3. Debris removal as needed.
    4. Spot treatment and/or physical removal of algae, lake weeds, or undesirable growth in the lake in accordance with guidelines set by the aquatic treatment company under contract with GVL Recreation Inc.
    5. Cleaning or pumping restrooms as needed.
- d. Oversee financial and non-financial transactions among all facilities users.
  - i. Fishing access
    1. Oversee the issuing of annual fishing passes.
    2. Oversee collection of access fees and issue daily passes at the fee rates approved by the Board of Directors, every 2 hours or as needed during normal operations.
  - ii. Boating access
    1. Oversee the issuing of annual boat tags.
    2. Oversee the rental of watercraft as needed in accordance with rental rate structure approved by the Board of Directors.

- iii. Beach access
    1. Oversee the issuing of annual family beach passes.
    2. Oversee the issuing of daily beach passes (wristbands) in accordance with rate structure approved by the Board of Directors.
  - iv. Oversee special group discount programs with rate structure approved of the Board of Directors.
- e. Fish stocking program
  - i. Oversee each fish stock and follow guidelines as set forth by each contract.
  - ii. Maintain good relations with vendors.
- f. Public Relations
  - i. Maintain good PR with stockholders, vendors, the press, and the public.
  - ii. Oversee organization and management of fishing derbies and special events including the Annual Labor Day Water Carnival
- g. Code of Conduct
  - i. Must perform all tasks to the best of his/her abilities in the most orderly and efficient manner possible.
  - ii. Dress and maintain a personal appearance appropriate with job(s) performed daily to also be in accordance with any county or state codes.
  - iii. In accordance with state and county regulations, there is to be no smoking while on duty.
  - iv. Ensure that all stockholders and guests are treated with courtesy and respect.
  - v. Abide by all employee rules.
  - vi. May be responsible for other duties not heretofore mentioned.
- h. Safety
  - i. Incident reports will be recorded immediately and forwarded to GVL Recreation, Inc. Board of Directors.
  - ii. Direct employees to Worker's Compensation guideline.
  - iii. In the event of an irate customer or potential serious confrontation with that customer or group of customers, employees shall advise the Lake Supervisor immediately. The employee should back out of the situation and contact appropriate authorities. For employee safety, physical contact should be avoided.
- i. Season Closing
  - i. Remove the No Parking chain near the dam.
  - ii. Call for portable restrooms to be picked up and request close of service until next season.
  - iii. Call for final trash pick-up and request close of service until next season.
  - iv. Pull all boats horizontally up against the fence line.
  - v. Put chain across bathrooms that read "Closed".
  - vi. Turn in all keys to the Green Valley Mutual Water Company.
  - vii. Pull all swimming platforms completely out of water in a neat manner.
  - viii. Pull all floating ropes out of the water.
  - ix. Prepare a year-end inventory and turn it into the Board of Directors.
  - x. Remove the following items from the boat house to storage: Laminator, Boat tags, Fishing Tickets, Wristbands, Lake passes, Petty cash, Employee shirts/hats/jackets, Trash Bags (do not withstand cold temperatures).