



17500 West Spring Lake Road • Spring Lake, Michigan 49456 • www.springlakeyachtclub.com

aaaaaaaaaa

February 2022

Position: Part-Time/Seasonal Yacht Club Manager

Employer: Spring Lake Yacht Club

Hours: Varies and up to 25 hours per week

Job Summary: To support the SLYC Board of Directors, volunteers, and club members and assure the highest quality experience in terms of safety, cleanliness, and overall enjoyment of the club for its members, their guests, and the club rental clients.

Job Description: The Club Manager is responsible for creating, maintaining, and ensuring that the facility and the surrounding grounds are kept clean and attractive during the sailing season from mid-May to mid-September.

The ideal candidate is a self-starter that works independently and has exceptional communication skills. He/She must be 'multitask capable,' managing immediate daily responsibilities as well as short and long-term projects for the betterment of the organization. Professionalism at all times is desired.

Essential Duties and Responsibilities:

1. Must be willing to work a flexible schedule that will include varied hours including Saturdays and Sundays.
2. Must be able to lift, grasp or carry up to 50 pounds as well as stoop, squat, kneel, crouch and bend.
3. Maintain and clean bathrooms, including showers, toilets, floors, sinks, mirrors, and all fixtures.
4. Clean the kitchen using sanitary chemicals, mop floors, wipe down all surfaces, including appliances and dirty dishes.
5. Perform regular floor and window care and cleaning of common areas.
6. Sweep, blow off decks, empty waste cans, maintain dumpster areas, gather returnables and ensure cleanliness of all public spaces.
7. Maintain, repair and/or assess damage to club facilities to ensure a safe environment.
8. Keep supply closets clean and orderly and maintain custodial supply inventory.
9. Balance out the cash box, return can/s and bottles and make weekly bank deposits.
10. Perform other duties and projects as assigned.

About Us: The Spring Lake Yacht Club has been providing members with the opportunity to sail, swim, boat, socialize, dance, and enjoy the lazy days and evenings of summer along Spring Lake for over 120 years. Among the many amenities located at the club are a warming kitchen, shower facilities, a sandy swimming beach, pickleball courts and a fenced-in play area. Over 200 families frequent the club in the summer months in addition to our guests and rental clients.

Interested applicants should send a completed application, cover letter, and resume to SLYCEmployment@gmail.com.