



**VAN ISLE
MARINA**

family owned & operated since 1955

Job Title: Facilities and Maintenance Crew	Location: Sidney, BC
Contact: Cara Triconi	Employment Status: Full-Time
Posting Expires: November 17, 2017	Start Date: Immediate

Business Overview

Van Isle Marina is one of the largest full-service marinas in the Pacific Northwest located in Sidney, British Columbia. Family owned and operated since 1955, we are committed to providing excellence and value in every marina experience. Our services are designed to enhance the relaxation and fun of our guests' boating lifestyle and to leave them free to enjoy cruising the coast.

Position Overview

Reporting to the Facilities & Maintenance Manager, the crew member has a hands-on multi-faceted role which requires both working alone and as part of a team. The crew member ensures the highest standard of cleanliness, maintenance and organization of the properties, grounds, docks, equipment and inventory. The emphasis for this position is routine janitorial and maintenance.

Accountabilities

Self Leadership

- Arrive to work on time and in uniform
- Plan, prepare and report on day-to-day activity
- Take pride in work quality, workspace organization and personal appearance
- Participate in training and development
- Participate in performance evaluation process

Department Operations

- Observe department operating procedures and cost control measures
- Clean, maintain and organize: properties, grounds, docks, equipment and inventory
- Schedule: 7am – 3:30pm, Tuesday – Saturday

Health & Safety

- Work safety is a priority at all facilities and worksites
- Operate in accordance with legislation, regulations and company policies
- Participate in safety drills and exercises
- Respond appropriately to emergencies

Supports

- Work co-operatively with crew and managers
- Communicate through company intranet
- Meet regularly with manager

Skills/Qualifications

- Previous maintenance or janitorial experience required
- Gardening experience a plus
- Demonstrated customer service skills
- Hands-on multi-tasker, ability to work independently and as part of a team
- Clean driver's license
- Basic computer skills
- Pleasure Craft Operators Card a plus

The Marina purpose, values and vision should be used as a tool to align decision making within the Company. These statements also provide a clear direction of where we are going and how we get there, as individuals and as a company. The performance management process is directly related to this standard presented in the statements below.

Purpose

Excellence and Value in Every Marina Experience

Values

- Engaged relationships with integrity
- Stakeholders achieving effective and intentional results
- Active partners in our natural and social community

Vision

The premier marina in the Pacific Northwest, founded on everlasting values, with a reputation for unparalleled personal service experiences.

Standards for Excellence and Value

- Choosing an enthusiastic attitude and approach
- Observing the uniform and maintaining a professional appearance
- Engaging every guest with an appropriate greeting at eye level and a smile within a reasonable distance
- Actively searching for ways to address the guest by their last name
- Ensuring the guest is always an immediate priority
- Never leaving a guest's inquiry unanswered. In an efficient and professional manner ensuring the guest is introduced to the next marina representative who does have the answer
- Being knowledgeable about all marina services and being able to make service recommendations to guests
- Always thanking every guest for their business
- Applying marina branding that is consistent with our marketing plan to all communications: electronic, letters, phone, emails, fax sheet, etc.
- Guaranteeing the facility is well maintained, pristine and formal
- Following through with our commitments

Only short-listed applicants will be contacted, thank you.