

ST JAMES TOWNSHIP JOB POSTINGS

BEAVER ISLAND MUNICIPAL MARINA NORTH AND SOUTH CLEANING ASSISTANT & DOCK ASSISTANT(S)

Cleaning Assistant: This is an essential position and could potentially be filled by more than one person. The cleaning assistant will work with the Harbormaster in the day-to-day operation of the Municipal Dock by performing essential cleaning of bathrooms and shower room facilities. Self-motivated and task-oriented individual with ability to work daily to ensure sterile and clean facilities for boaters. Must be a team player, proactive individual, work well with the team and willing to go above and beyond when needed. This employee will work prior to season opening and approximately 30 hours per week during boating season. Pay Range is \$14 - \$18/hour. Posting will remain open until position filled.

Dock Assistant(s): The dock assistant will work with the Harbormaster to operate the Municipal Dock to meet the standards and rules set by the Michigan Department of Natural Resources and the St James Township Board. The selected employee(s) will be expected to provide continuous effort to develop a user-friendly marina. The Dock Assistant(s) will work 30–40 hours per week from mid-June through late August. One of the Dock Assistants will work beginning in late May or early June. Pay Range is \$14 - \$18/hour. As of May 28, 2020, we are still seeking at least one more dock assistant. Posting will remain open until position filled.

To view Job Descriptions and Application Document follow link at <http://www.stjamestown.org/>

Applicants should send a completed application and letter of interest by email (preferred) or US Mail to:

Harbormaster Marlene Wisner

PO Box 85

37830 King's Highway,

Beaver Island, MI 49782

harbormaster.stjamestown.bi@gmail.com

BEAVER ISLAND PARKS & RECREATION PUBLIC RESTROOM CLEANING ASSISTANT

Public Restroom Cleaning Assistant: The cleaning assistant will perform essential daily cleaning of the public restroom building and several portable restrooms operated by the township. Self-motivated and task-oriented individual with ability to work daily to ensure sterile and clean facilities for restroom users. This employee will begin work as soon as possible and will work through Labor Day weekend. The cleaning assistant will work approximately 15 – 20 hours per week. Pay Range is \$14 - \$18/hour, plus mileage. Posting will remain open until position filled.

To view Application Document, follow link at <http://www.stjamestown.org/>

Applicants should send a completed application and letter of interest by email (preferred) or US Mail to:

Kathleen McNamara, Supervisor

PO Box 85

37830 King's Highway,

Beaver Island, MI 49782

mcnamara.stjamestown.bi@gmail.com