

**BILTMORE BEACH CLUB  
JOB DESCRIPTION  
GATE GUARDS**

Gate Guards will report directly to the Facility Manager and/or Assistant Facility Manager. Gate Guards shall deal with members in a courteous and polite manner at all times. The Manager and/or Assistant Manager will make Gate Guard schedules. Gate Guards will be responsible to work those hours including weekends and holidays. Gate Guards must wear uniform while on duty.

All staff must be at least 14 years old and have up to date working papers. Staff must abide by all rules of the Biltmore Beach Club as well as the Staff Policy Booklet.

**Gate Guard's responsibilities will include, but not limited to the following:**

1. Monitor the main entrance of the Club and the entrance between the Club and Marina.
2. Obtain cash box from Manager or Assistant Manager.
3. Check all members' pictures at both entrances before they can enter the Club
4. Enforce guest policy rules at both entrances:
  - A. Guest must reside outside Biltmore Shores, Old Harbour Green, New Harbour Green and not on the water side (east) of Ocean Avenue
  - B. Members must accompany guests
  - C. Collect guest passes or fees.
    1. \$5.00 a person or guest pass
    2. age 3 and under are admitted free.
    3. guests must receive a receipt
    4. only members can present guest passes
    5. guest books are \$50.00 for a book of 12 passes
  - D. There can be no more than 20 guests per family on Saturdays, Sundays or Holidays.
  - E. There can be no more than 20 guests per family on the weekends without prior approval of the Beach and Pool Chairman.
  - F. Maintain guest log and cash box.
5. Enforcing rules and regulations of the club, no glass is permitted in the club.
6. No one but Gate Guards on duty should be sitting at Gate Guards posted area.
7. No cell phone, head phones or reading material is to be used while on duty, unless approved by Manager or Assistant Manager.
8. Never leave gate unattended, use your walkies when needed.

**NOTE: DEPENDING ON STAFFING NEEDS SOME MAINTENANCE DUTIES MAY BE REQUIRED.**