

**BILTMORE BEACH CLUB  
JOB DESCRIPTION  
MAINTENANCE**

Maintenance Staff will report to the Manager or Assistant Manager. Maintenance Staff shall deal with members and guests in a courteous and polite manner at all times. The Manager and Assistant Manager will make maintenance staff schedules. Maintenance Staff will be responsible to work those hours, including weekends and holidays. Maintenance 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 the rules of the Biltmore Beach Club as well as the Staff Policy Handbook.

**Maintenance Staff responsibilities will include but not limited to the following:**

1. Maintaining the Club and Marina in a clean and safe condition
2. Cleaning and supplying bathrooms which includes:
  - Daily
    - A. Checking for sufficient supplies – toilet paper, paper towels and soap
    - B. Sweeping, checking garbage cans and general pick up.
  - Nightly
    - A. Mats are pulled outside and hosed down
    - B. Bathroom floors are scrubbed, toilets are wiped down and excess water is squeegee to the drain.
    - C. Mats are brought back in
3. Racking and removal of seaweed and cleaning beach, including raking the sand
4. Emptying and replacing garbage bags at both Club and Marina
5. Sweeping all BBC grounds
6. Watering bushes and plants at both Club and Marina
7. Painting and other repairs that may be needed at both Club and Marina
8. Assisting members with umbrellas and returning umbrellas nightly that are left on the beach
9. Clean tables under awning and around Club area, including opening and closing of table umbrellas
10. Putting up and taking down Flags at Club and Marina

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