

PYC Steward Job Description, Duties, and Benefit Package

SCHEDULE:

Hours: Normally a 40/Week-Monday through Friday except:

- **During the Winter Season snow plowing may require working weekends.**
- **Hours during the hauling and launching seasons may vary.**
- **Docks In and Docks Out Days.**

When such exceptions occur, the Steward may arrange, with the House Chairperson, appropriate time off or pay compensation.

Starting and ending hours and lunchtime are dependant to some extent on the specific work to be done each day. In general, the Steward is expected to be available from 9AM to 6PM with an hour off for lunch.

Annual leave:

Annual leave is accrued at the completion of the rate of 1 week after the 1st six months of employment. 2 weeks of vacation are accrued at the completion of the 2nd year. 3 weeks of vacation are accrued after the 3d year. A maximum of 4 weeks of vacation are accrued after the successful completion of the 4th year and each year there after. Earned vacation must be used in the year that it is earned, or it is lost. Scheduling of annual leave is prearranged between the House Committee Chairperson and the Steward with due consideration of the seasonal nature of the club's mission statement. During the boating season the Steward is expected to use annual leave sparingly as not to disrupt the scheduled operations of the club.

Leave With out Pay:

In exceptional circumstances, the Board of Directors may grant leave without pay for a specific time when all leave has been exhausted.

Holidays: 10 Paid. **President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas and New Year's, and 3 days of personal choice subject to the approval of the House Committee Chairperson.**

COMPENSATION

Housing: **Separate, on premises living accommodations, including heat, water, and electricity and Direct TV system is provided and are tax exempt per**

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Federal Code 119, regulation 1.119-1. The Steward is responsible for providing a private telephone line, if required.

Salary: A salary offer will be made by the Board of Directors, which may be negotiable. The salary will be reviewed annually for cost of living and merit raises, no later than the employee's anniversary date.

Statutory benefits and withholding are provided/deducted per New York State and Federal Law.

REQUIREMENTS:

Mechanical Aptitude:

The Steward must have the ability to operate and perform basic maintenance on the PYC's power equipment and vehicles and any other equipment needed to keep the club operational.

Spatial Aptitude:

The Steward must have the ability to visualize arrangements of boats, docks, and any other equipment located at the PYC's yard, barn, and storage units to accommodate all club storage commitments and requirements.

Communication Skills:

The Steward must have the ability to communicate clearly, precisely, and diplomatically. The Steward must be able to instruct employees and to greet members and guests.

Supervisory Skills:

The position requires the ability to schedule, haul, launch, and accomplish the storage of boats, the ability to assist the club in the management and maintenance of equipment and facilities, the ability to apply knowledge of security principles and practices for all PYC property and members' boats and the ability to supervise hourly employees.

Freelancing:

The Steward is expected not to engage in any additional or off-hours employment, whether competitive with PYC or not, or whether on or off of PYC premises, without the expressed permission of the Board of Directors.

GENERAL DUTIES :

Security and Safety:

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The Steward is expected to live on the premises, and to provide security for the club property as well as the members' boats. This should include daily checks of clubhouse and property for vandalism, damage, or unsafe conditions, and the reporting of such conditions to the appropriate persons. Boats on docks and moorings should be checked daily for proper lines, waterlines, drifting, or being absent. Exceptions are to be noted and reported to the owners or appropriate club personnel. The Steward will challenge any visitors arriving either by car or by boat.

To this end, the Steward is expected to be observant and available to lend assistance at all times during working hours while the Steward is on the premises, in so far as the safety and security of club and members' property is concerned. This responsibility does not include providing personal assistance to members or their families or crew when no emergency exists.

General responsibilities:

The Steward will be responsible for general maintenance of the yard, road, and parking lot, which includes grading and snow removal. He will also be responsible for daily inspection of the Club House, to include checking for leaks, refrigeration, heating system, air-conditioning system, and water conditioner operation, as well as being responsible for the general security and basic cleanliness and condition of the Steward's quarters.

The general condition of any and all PYC equipment is the responsibility of the Steward. Should any piece of equipment, building, etc., require any maintenance or repairs, the chairperson of that committee shall be notified with a report of what is wrong and what needs to be done. If the repair or maintenance is within the Steward's general responsibilities and the funds have been approved to procure the parts and material needed, the Steward can proceed with the job. Should a contractor be hired by the committee chairperson to perform the tasks, the Steward shall be responsible to escort the contractor while on site and insure that the job required is performed satisfactorily, and report such to the committee Chairperson.

The Steward should, with the help of the appropriate committee chairpersons, maintain an awareness of all of the club's physical assets and their locations.

The Steward should keep accurate records of all services rendered to guests and members, and make the records available to the appropriate officers and committee chairpersons when requested.

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The Steward will be responsible for accepting all deliveries for the club during regular working hours.

In the event of an emergency, whether on the water or on shore, the Steward will have the discretion to take the appropriate action, and is expected to report the emergency and action taken to the House Committee Chairperson or the Commodore.

The Steward is expected to be available to attend the General Membership and Board of Directors meetings when requested. These meetings are normally held on the first and last Mondays of each month, respectively.

The Steward will be accountable to the House Committee Chairperson. In the event that any problems cannot be satisfactorily resolved, the Commodore or the Board of Directors should be consulted.

EXCLUSIONS:

In general, work that is the specific responsibility of a club committee is not expected of the Steward. This includes clubhouse cleaning, dock building and mooring placement and removal, etc. Questions concerning specific tasks should be taken to the House Committee Chairperson.

Detailed Daily Duties Description:

Year-round:

Daily check all the buildings on site at the beginning and end of each shift to insure that all is in order. Check the action log in the main hall to determine if any problems were logged that may require action. If garbage has been left in the trashcans, remove and pace into the dumpsters. If any broken items or items are not in working order, replace or repair if possible and note in the logbook. Should the items be beyond the Steward's repair capability then contact the appropriate committee chairperson and notify them of the condition and recommended action.

Take a walk around the yard once per shift to determine if any conditions that may require attention have occurred. This includes conditions such as loose boat stands, covers tearing, electric cords plugged into outlets (in winter) or electric outlets that are down and/or appear to be in danger of falling into a wet area. Any boats

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that appear to have been broken in to and or have unusual activity on during the winter storage time frame should have that boat owner notified, as well as the House Chairperson.

The Barn storage area on the East side of the R/R tracks shall be kept as neat and organized as possible. The areas directly in front of all doors are to always be kept clear as to accommodate the parking of Club vehicles. This will also provide space for emergency repairs to any PYC equipment that may be required. The same area can and shall be used to build the new docks when required. The spaces immediately surrounding the two furnaces in the Barn must be kept clear at all times. It is acceptable to plan or contact the House Chairperson with a plan to reorganize any area in the barn or storage shed areas. If the end result is a more organized approach to gain space, improve efficiency, or improve safety, or just to improve the visual effect of the area.

Summer Season

The Steward will be responsible for hauling and launching boats only during his assigned working hours. The Steward will be assisted by the House Committee Chairperson, who will be responsible for directing the Steward in the hauling and placement of boats in the yard.

When docks are in the water, they should be walked at the beginning and end of each shift to look at hinge pin & cotter key condition. Should any be loose or working there way out, they should be replaced or relocated with new washer and cotter pin. Take notice of boat water lines to determine if any boat is settling or taking on water, any unusual heeling conditions which would indicate potential problems. Look at the dock line condition for excessive chaffing, or untied or incorrect lines being used, or any unsafe condition such live electric lines loose on docks. If a quick correction can be made please do. Then notify the owner of the vessel to come down and correct the condition. It is a good idea to walk the docks after any storm or unusual weather conditions, storm surge or extremely bad wake condition, to determine if any unsafe conditions exist.

The Steward will welcome boating guests and make temporary assignment of docks and moorings to guests and members, and collect fees where required during normal working hours or when club members are not present.

If vessels are approaching the dock system they should be greeted to determine what they intend to do. If a member they may need assistance to dock their boat in strong currents. If a transient assist them in docking once the you have determined their needs and

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intended length of stay. All guests shall be logged into the appropriate register, and fees if any should be collected and put into an envelope, and placed in 2nd floor office lock box. All guests should be asked to sign into the club log on the 1st level. (The clubhouse has a list of all boat clubs whose members may receive a night's free dockage at the PYC)

All guests arriving by auto should be greeted and guided/ directed to the appropriate area. If they are not guests of a club member they can't be left alone on the site. Escort them or ask them to leave. Uninvited solicitors are not allowed on the PYC site. All visitors are invited or have been requested to provide services by a specific member. Any and all deliveries shall be escorted during the entire delivery process. If it is an unplanned or unexpected delivery then notify the appropriate committee Chairperson that the delivery was made in good condition. Don't accept any damaged goods without specific approval from the person that ordered the material. (Contact them by PYC phone prior to accepting any damaged material)

In the event that the club hires temporary summer help to perform clubhouse cleaning, yard maintenance, etc., the Steward is expected to provide supervision and, if necessary, instruction for the temporary employee.

Yacht Club Road should be maintained. If a wash out should occur the movement of some item #4 into the wash out area and compaction would be required. If the road becomes extremely muddy in areas, that area would require some item #4 and/or gravel placement, back blade leveling or York rake to a drivable condition. Then notify the road and equipment Chairperson to report any shortage of material so a reorder of material can be arranged. A regular brush hog or sickle bar cutting shall be performed along both sides of the road to keep the under growth back at least 6 feet from each road edge. Care to maintain the gravel run off trench should be kept in mind. These French ditch style gravel trenches help to minimize the road wash out areas.

The Club House grounds and patio areas shall be kept neat and organized at all times. Weather permitting the grass should be cut on Thursdays in preparation for the weekends. The patios shall be pressure washed as required to maintain a clean fresh appearance. All gas barbecues shall be neatly arranged on the north and south side patios with operational gas tanks. When tanks are empty replace with a spare, and arrange for the empties to be filled when the gas company arrives too fill the main site tank.

During the boating season the yard area shall be brush hogged or weed whacked to control the unwanted weed and abandoned

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appearance. The tractor with York rake shall be used to maintain the gravel in a smooth and rut free condition. The areas around all boats that are left in the yard should be weed whacked at least once a month during the growing season. Any items that are left in the yard area that prohibits the cleaning, raking, mowing or weed whacking of the yard area shall be reported to the House Chairperson. If the equipment that is needed to perform these jobs require maintenance, and the tune up or repair is with in the Steward's capability then it is expected that the Steward will do it. If parts are required then a notification to the House Chairperson would be required to authorize the purchase of such items.

In the event that the PYC continues to sell fuel to it's membership during the boating season, the Steward shall be responsible to maintain a fuel log with the documented periodic inspection of the tank, hose, and nozzle condition to assure that they function properly to avoid drips and leaks. Any and all fuel deliveries shall be monitored to insure that the correct fuel is placed in the correct tank with out any spillage. Should any spillage occur the Steward should take the immediate action of deploying an absorbing material to assure that the spillage is contained, and deposited in the appropriate container. Then report the incident to the House Committee Chairperson and Fuel Chairperson for any follow on requirements. Daily inspect to insure that the dry containment area, and boom/absorbent material is still in proper location and good working order. These and other duties shall be further documented and defined by the Fuel Chairperson at the time the fuel operation is commissioned.

Winter Season:

Yacht Club Road shall be kept clear of snow and ice during the winter season. The clubs plow truck; case loader, tractor or any other PYC equipment needed to perform this function is acceptable.

During the winter all of the clubhouse emergency exits must be keep clear of snow and ice at all times. This includes the two staircases leading down from the deck to the lower patio. The Building temperatures monitored to insure that nothing freezes, and paths shoveled to the equipment storage shed, and main electrical panel shed door. The furnace contracts are with Bottini Fuel Company, which should be called when needed.

The limited boat storage in the winter may require some relocating of club items that may be used during the winter.

Spring and Fall:

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As boats are placed into the water the boat stands and blocking material should be stacked neatly and organized as to present a safe and neat yard appearance that would allow for car, truck, and equipment parking with out blocking the main travel paths in the yard. After most of the boats are launched a raking of the entire yard should be done to level the areas that boat stands and other winter storage items may have caused an uneven condition.

Special Events:

During the week prior to any club parties and/or events the committee Chairperson for that event will provide the Steward with a list of items that may have to be brought out of storage in the Barn and transported and set up in the yard or patio area. In addition the Bar Chairperson may notify the Steward of pending deliveries that may be delivered during the week. The delivered should be met and the delivery persons escorted to the areas where they will unload and store the material, a count verification and signature may be required.

SEPARATION/TERMINATION:

One month's notice for separation shall be expected from either party for annual permanent employees.

Any annual employee whose job is abolished or eliminated receives severance benefits according to the following formula; Compensation equal to one week's pay for each full year of employment to a maximum of four weeks.

In the event of dismissal for just cause, all duties of the employee cease. The club may withdraw housing and other perquisites in 72 hours.