



**KINGSTON YACHT CLUB**  
1 Maitland St. Kingston, ON K7L 2V3  
613.548.3052 [www.KingstonYachtClub.ca](http://www.KingstonYachtClub.ca)

## Job Posting: Club Attendant (2026)

The Kingston Yacht Club is seeking energetic and versatile individuals to join our team as Club Attendants for the 2026 season. As the "face of the club" for both members and visiting boaters, you will play a vital role in maintaining KYC's reputation for excellence and hospitality. This multi-faceted role is essential to the daily heartbeat of the club, requiring a blend of outdoor dock work, grounds maintenance, high-standard cleaning, and support for our vibrant social events. If you take pride in a job well done—whether assisting a transient boater or supporting a busy event in the clubhouse—we want to hear from you.

**Location:** Kingston Yacht Club, Kingston, ON - In Person

**Term:** Full-time and part time seasonal opportunities available between April and October, with the peak season July and August

**Reports to:** General Manager

---

### Key Responsibilities

- **Dock & Retail Operations:** Manage the fuel dock, process sales in the Tuck Shop, and coordinate reservations for transient boaters.
- **F&B & Event Support:** Assist the Food & Beverage team with furniture setup for special events, clearing tables (bussing), and ensuring the dining areas remain tidy during peak hours.
- **Grounds Maintenance:** Maintain the club's curb appeal through lawn mowing, raking leaves, hedge trimming, and regular debris removal.
- **Facility Hygiene:** Perform deep cleaning of the clubhouse and guest washrooms, including disinfecting toilets, mopping, vacuuming, dusting, and window washing.
- **Hospitality Services:** Execute full turnovers for the club's Airbnb unit, including stripping/making beds, laundering linens, and sanitizing the space for new guests.
- **Waste Management:** Ensure all interior and exterior garbage and recycling bins are emptied and maintained daily.

---

### Qualifications & Requirements

*(Kingston Yacht Club can provide career coaching to assist with achieving certifications)*

- **Fuel Handling:** experience with TSSA fuel handling procedures in a marine environment a strong asset
- **Pre-requisites:**
  - Standard First Aid & CPR-C.
  - VHF - ROC(M) Radio License
  - Police Record Check with Vulnerable Sector Screening.

*All offers of employment are subject to the provision of a current and satisfactory Vulnerable Sector Screening Report, prior to the first day of employment.*

### Competencies

- **Customer Service Excellence:** Professionalism and patience when handling reservations, sales, and member inquiries.
- **Team Collaboration:** A helpful, proactive attitude when supporting the F&B team and other departments during high-traffic events.

- **Operational Reliability:** Strong attention to safety protocols on the fuel dock and accuracy in point-of-sale transactions.
- **Meticulous Standards:** A "sharp eye" for cleanliness, ensuring guest accommodations and washrooms meet premium hospitality standards.
- **Self-Motivation:** The ability to work independently and manage a diverse checklist of tasks without constant supervision.

### Physical Demands

- **Stamina & Mobility:** Ability to remain active and on your feet for the duration of a shift, moving frequently between the docks, yard, and clubhouse.
- **Strength:** Capacity to lift and carry up to 60 lbs (e.g., fuel hoses, event chairs/tables, or laundry bundles).
- **Manual Dexterity:** Ability to perform repetitive cleaning motions, operate yard equipment safely, and handle glassware or plates with care.
- **Environmental Resilience:** Comfort working outdoors in various weather conditions, including direct sun, wind, and rain.
- **Physical Agility:** Ease of movement for various tasks including lawn mowing, raking leaves, changing linens, reaching to wash windows, and working safely on floating docks.

### Compensation & Benefits

- **Competitive Wage:** Starting at \$17.60 per hour, plus gratuities
- **Club Privileges:** Staff membership and use of club facilities, Chit privileges with staff discount, Complimentary Dry mooring, Crewing opportunities with members.
- **Networking:** Opportunity to work at one of Canada's premier freshwater sailing venues.

---

### How to Apply:

Please submit your resume and cover letter to [manager@kingstonyachtclub.ca](mailto:manager@kingstonyachtclub.ca). Please indicate "Club Attendant" in the subject line.

Applications will be reviewed on a rolling basis. We thank all applicants for their time; however, only those selected for an interview will be contacted.

### Inclusion:

Kingston Yacht Club is committed to building an inclusive workforce and prioritizes recruiting youth who face barriers to employment, including Indigenous, Racialized, 2SLGBTQI+, and youth with disabilities. We provide a supportive environment through physical and flexible work accommodations, DEI training, and monthly one-on-one mentorship with our General Manager to foster professional growth. We encourage applicants to self-identify and are dedicated to a hiring process free of bias and discrimination.

### Accessibility

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact our General Manager, Matt White directly at [manager@kingstonyachtclub.ca](mailto:manager@kingstonyachtclub.ca) 613-548-3052