

Swimming Pool House Attendant

Department: Swimming Pool

Reports to: Swimming Pool Manager and in the absence of the Manager, the Head Lifeguard

Position Summary:

Under the supervision of the Swimming Pool Manager and in the absence of the Manager and the Head Lifeguard, the Swimming Pool House Attendant has the responsibilities of assisting patrons visiting the pool as they enter, purchase passes, swimming lessons or other pool functions. Person is also responsible for balancing cash drawer with supervision provided by the Pool Manager or Head Lifeguard and all other duties as necessary or required. This position requires weekend and holiday work.

Examples of work (essential functions)

- Carry out all duties assigned by the Swimming Pool Manager and Head Lifeguard
- Balance cash drawer daily and deposit funds and supporting documentation in after hours drop at city hall
- Assist patrons on admissions, purchase of passes, lessons or other pool functions
- Prepare daily cash reconciliation sheets
- Log and maintain swimming pool passes
- Log and maintain swimming lessons purchased
- Work closely with city clerk office on accounting and statistically functions
- Safety
- Watch the assigned area in to prevent accidents and injuries. See that necessary precautions are observed to insure the health, safety, & welfare of patrons
- Aid the pool manager and assistant manager in every way necessary to keep the pool facility running smoothly
- Report promptly at assigned time of duty and remain on duty status until the designated shift has been completed or so directed by manager/head lifeguard
- Enforce the City of Ellis Swimming Pool rules and regulations and adhere to the policies of the facility and aid in controlling the behavior of those patrons who use the facility. (Remind patrons of pool rules when necessary in a polite, firm manner, and contact management if necessary.)
- Maintain positive public relations at the swimming pool
- Document and reports all disciplinary problems and accidents to the Manager or Head Lifeguard--reports will be neat and concise
- Inform the Manager or Head Lifeguard when supplies are needed and if equipment needs repaired
- Attend all scheduled staff meetings and trainings
- Other duties as deemed necessary or as required.

Education & Experience: Must have a general knowledge of accounting.

Age: Must be fifteen years of age or older.

Skills: The ability to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. This employee should have the ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have excellent public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly as needed.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning enforcement of policies and rules, and performing daily duties in the most efficient manner.

Accountability: Employee is not responsible for budgetary control of the department. The employee does not participate in the annual department budget process.

Supervision: The Swimming Pool Manager and Head Lifeguard provide Supervision. Job related decisions are reviewed.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

Working Conditions: Manual labor is not required.

Physical Requirements: Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.