

<b>SWIMMING POOL HOUSE ATTENDANT CITY OF ELLIS, KANSAS</b>	
Department: Swimming Pool Reports To: Swimming Pool Manager, Assistant Manager, Head Lifeguard and/or City Clerk	Position Type: Seasonal Retirement Plan: NONE This description last updated February 2025
<b>FLSA: Non-exempt ADA: Applicable</b>	

***Position Summary:***

Under the supervision of the Swimming Pool Manager, Assistant Manager and/or Head Lifeguard, the Swimming Pool House Attendant has the responsibilities of assisting patrons visiting the pool as they enter, transacting the purchase of swim passes, scheduling swimming lessons or other pool functions. This person is also responsible for balancing cash drawer with supervision provided by the Pool Manager, Assistant 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, Assistant Manager, and Head Lifeguard
- Balance cash drawer daily; Deposit funds and supporting documentation in "after hours" drop box at City Hall
- Assist patrons with admissions, purchase of swim passes, swimming lessons or other pool functions
- Prepare daily cash reconciliation sheets
- Log and maintain swimming pool passes
- Log and maintain swimming lessons purchased
- Log and maintain pool party requests
- Work closely with City Clerk office on accounting and statistical functions
- Carefully monitor the assigned area in to prevent accidents and injuries. See that necessary precautions are observed to ensure the health, safety, and welfare of patrons
- Aid the Swimming Pool Manager, Assistant Manager, and Head Lifeguard in every way necessary to keep the pool facility running smoothly
- Report promptly at assigned time of duty and remain on duty until the designated shift has been completed.
- Enforce the City of Ellis Swimming Pool rules and regulations to staff and public. 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 report all disciplinary problems and accidents to the Swimming Pool Manager, Assistant Manager and/or Head Lifeguard - report should be neat and concise
- Inform the Swimming Pool Manager, Assistant Manager and/or Head Lifeguard when supplies are needed and if equipment needs repaired
- Attend all scheduled staff meetings, in-services 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. Should be able to understand and follow instructions effectively. 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. 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 will answer 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 supplies needed, 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, Assistant Manager and/or Head Lifeguard provide supervision and job related decisions are reviewed.

**Personal Relations:** Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected.

**Working Conditions:** Manual labor is not required. Extreme weather conditions are factors in this position.

**Physical Requirements:** Physical exertions to manually move, lift, carry, or push heavy objects.

I have reviewed the above job description and acknowledge that I have accepted employment under this job description.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF ELLIS, KANSAS  
EMPLOYMENT APPLICATION**

815 Jefferson Street  
Ellis, Ks 67637  
Phone 785.726.4812  
Fax 785.726.4159

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**The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER**

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(Please PRINT clearly)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

May we contact you at work?    ☐ Yes    ☐ No

PART TIME APPLICANTS are you 16 or over?    ☐ Yes    ☐ No

FULL TIME APPLICANTS are you 18 or over?    ☐ Yes    ☐ No

POLICE APPLICANTS are you 21 or over?    ☐ Yes    ☐ No

POSITION(S) APPLIED FOR \_\_\_\_\_

WOULD YOU ACCEPT FULL TIME OR PART TIME WORK? \_\_\_\_\_

ON WHAT DATE WOULD YOU BE ELIGIBLE FOR WORK? \_\_\_\_\_

DRIVERS LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

DO YOU HOLD COMMERCIAL DRIVERS LICENSE (CDL)? \_\_\_\_\_

ARE YOU ELIGIBLE TO OBTAIN A CDL LICENSE? \_\_\_\_\_

List any relatives currently employed by the City of Ellis

Name	Relationship	Department
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***Education & Training***

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Graduated:    ☐ Yes    ☐ No                      GED:    ☐ Yes    ☐ No

College: \_\_\_\_\_ Location: \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_                      Graduated:    ☐ Yes    ☐ No

Trade or Technical School \_\_\_\_\_                      Completed:    ☐ Yes    ☐ No

### ***Special Training & Skills***

Please list additional training or skills or other information you feel may be helpful to us in considering your application.

### ***Employment History***

List the last three jobs you have held, beginning with the most recent.

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed:     from (mm/yy) _____ to (mm/yy) _____
May we contact?     ___ Yes    ___ No     If yes, phone number _____
Employment was?     ___ Full Time            ___ Part-time
List of job duties:
Reason for leaving:

Employer
Address
Phone
Job Title
Supervisor
Dates Employed:     from (mm/yy) _____ to (mm/yy) _____
May we contact?     ___ Yes    ___ No     If yes, phone number _____
Employment was?     ___ Full Time            ___ Part-time
List of job duties
Reason for leaving

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed:     from (mm/yy) _____ to (mm/yy) _____
May we contact?     ___ Yes    ___ No     If yes, phone number _____
Employment was?     ___ Full Time            ___ Part-time
List of job duties:
Reason for leaving:

### ***Past Incidents***

Have you pleaded guilty, no contest to, or have been convicted of 1) a felony, or 2) a lesser crime which involved theft, dishonesty or violence in the past seven (7) years?

If yes, describe the nature of the offense(s) and the county and state where convicted.

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Have you had your driver's license suspended or revoked within the past five (5) years?

If yes, list the state which suspended or revoke the license and the reason(s) for each suspension or revocation.

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Have you been disciplined or fired by a previous employer in the past five (5) years?

If yes, why?

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### **PERSONAL REFERENCES (Not Former Employers or Relatives)**

NAME	ADDRESS	CITY/STATE	TELEPHONE

Please read carefully and sign below.

**AUTHORIZATION**

I hereby authorize the City of Ellis to investigate all statements made in this application, review my driving and criminal records, and to contact my previous employers. I understand that any false statements made herein may eliminate my application from employment consideration, or if discovered after hire, may result in my discharge from employment.

If hired, I will conform to the policies, rules and regulations of the City of Ellis, including, the residency requirements, for full time employees who must live within thirty miles of Ellis.

For certain positions I agree to submit to a complete physical examination including drug testing if requested by the City. I also agree to sign the "*Authorization to Release Information*" form if so requested by the city.

And

**ACKNOWLEDGEMENT OF AT WILL EMPLOYMENT**

I acknowledge that both my employment and my compensation can be terminated and/or changed at will, without prior notice at the sole option of the City of Ellis. I understand that no representative of the City of Ellis has any authority to enter into any agreement hiring me for a specified period of time or to make any agreement contrary to this acknowledgment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***FOR OFFICE USE ONLY:***

Interview	Date	Comments	
Testing			
Tests	Date	Score/Rating	Comments
Reference Checks			
Employer 1:			
Employer 2:			
Employer 3:			
Employer 4:			

Applicant number:\_\_\_\_\_ Employee Number:\_\_\_\_\_ Hire Date:\_\_\_\_\_

Position:\_\_\_\_\_ Starting Hourly Wage:\_\_\_\_\_

Notes:\_\_\_\_\_