

POOL ATTENDANT JOB DESCRIPTION

Position – Attendant

Department – Parks

Locations – North Park, South Park, Boyce Park, and Settler’s Cabin pools

Job Summary

Under the supervision of the Deputy Director, District Supervisor, and Facility Manager(s) this position is responsible for a variety of duties related to the day-to-day operation of the facility. These duties include clerical, cashier, concession responsibilities, and custodial activities as directed by the Facility Manager(s).

This position requires excellent interpersonal skills. Some experience with point-of-sale (POS) computer applications is desirable.

Explanatory Comments

Work activities for this position may include assisting in raft rental, operating a cash register, cleaning the facility, addressing customer questions/concern, and proper preparation of food. Duties will also include maintaining discipline and enforcing rules/regulations during public hours.

Major Duties

- Receive cash and records transactions on point-of-sale system
- Performs clerical work as assigned
- Applies initial first aid when required
- Performs various cleaning duties before, during and after facility’s daily hours of operation
- Enforces rules and regulations within the facility
- Patrols the facility to maintain order and assist patrons as needed
- Assists in the distribution and return of raft rental
- Answers questions and concerns of patrons in a positive manner.
- Assists instructors with programming as needed.
- Practices proper cash handling procedures.
- Properly prepares food.
- Refers patrons to Manager as needed.

The above statements reflect a general description of this position and are not intended to be an all-inclusive list of tasks that an employee may be assigned.