

JOB TITLE: POOL OFFICE WORKER (SEASONAL) (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Pool Manager, Assistant Pool Manager and Recreation Department respectively.

JOB SUMMARY: Ability to handle cash transactions, issue season and daily passes, effectively deal with public; may assist in emergencies at the pool.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Handles and documents cash transactions, deals with the public in a courteous manner, completes daily audits, answers telephone, organizes lost and found, attends orientation and required inservices; cleans office.

ADDITIONAL DUTIES AND RESPONSIBILITIES: May assist in pool emergencies and completes additional duties as assigned by Manager or Assistant Manager.

SKILLS/ABILITIES: Math skills to accurately receive and return the correct change; Public relations skills; ability to become familiar with the Emergency Action Plan for the pool; ability to recognize whistles used by guards; ability to sit or stand for extended periods of time; ability to lift up to 50 lbs.; ability to carry, push or pull a variety of tools, equipment and materials used in maintenance and preparation of the pool ability to work during weekdays, evenings, weekends and holidays.

TRAINING AND EXPERIENCE: None required, will train.

SPECIAL REQUIREMENTS: None.

Updated 2-10