

Aquatic Attendant (Limited Term)

Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

GENERAL STATEMENT OF DUTIES:

Under the general direction of the Recreation/Aquatic Supervisor and supervision of the Head Lifeguards, the Aquatic Attendant is responsible for greeting patrons and guests in a friendly and courteous manner, daily maintenance and upkeep of the facility, accepting payment for use of pool and for distributing food and beverages.

TERM OF EMPLOYMENT:

The Aquatic Attendant will have between 10 – 30 hours per week during the Pool Season

DUTIES/RESPONSIBILITIES

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

1. Performs various activities at the admission stand including but not limited to greeting and assisting patrons; checking pool passes to ensure they are being utilized by authorized individuals, collecting fees for admittance, and maintaining records of patrons entering the facility.
2. Performs various activities at concession stands including but not limited to opening and closing the stands at designated times, maintaining cash drawer, and keeping a clean concession stand area.
3. Operates cash register; accepts payments and makes accurate change.
4. Balances daily cash against the cash register tape at the end of assigned shift.
5. Takes concession orders; prepares, stores and serves food in accordance with established health regulations; assists in maintaining order while individuals wait to purchase admissions and/or concessions.
6. Operates various concession equipment, appliances and utensils; ensures that equipment and utensils are in proper working order.
7. Assists with the cleaning of pool area and equipment as directed.
8. Inspects and cleans concession stands, eating areas, bathhouse area, and pool area on a regular basis to maintain cleanliness and a hazard-free environment; performs various custodial duties such as sweeping, picking up trash, and sanitizing
9. Attends weekly staff meetings and participates in employee training sessions as required.
10. Aide Swim Instructors for swimming lessons
11. Assist with the responsibilities of being a water slide attendant

KNOWLEDGE AND ABILITIES

1. Excellent customer service skills
2. Must be able to withstand frequent standing, walking, and sitting during the day
3. Ability to carry out assigned tasks with minimal supervision
4. Ability to operate cash register and food preparation machines

QUALIFICATIONS:

1. Must be at least 15 years of age
2. Experience in cash handling including basic addition and subtraction
3. Knowledge of and ability to utilize proper telephone etiquette.
4. Must be able to effectively communicate with the general public and pool staff
5. Must be willing to work flexible hours including nights and weekends