



The Town of Green Mountain Falls

Lead Pool Attendant

Job Description

Revised 2/5/2019

Position Title: Lead Pool Attendant
Classification: Part Time Seasonal, June through August
FLSA: Covered – subject to overtime pay
Work Schedule: Seasonal, June-August; Approximately 20 hours per week to supervise daily opening/closing

General Statement of Duties: This position oversees Pool Attendants and ensures accountability for all monetary transactions at the pool.

This position is FLSA covered. The anticipated work week is up to 20 hours per week, with shifts as determined by the Town Manager within the operating hours for the pool. Work may be required on weekends.

The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. Other duties and responsibilities may be assigned at any time.

Reports To: This position reports to the Town Manager.

Supervisory Responsibility: Supervises Pool Attendants.

Essential Functions:

- Create and maintain schedule for Pool Attendants that ensures coverage for all hours that the pool is open.
- Oversee the work of Pool Attendants and ensure that all established procedures are followed.

- Ensure that cash handling procedures are followed, and daily reconciliations conducted.
- Remit money and documentation to Town Hall daily.
- Ensure that the cash drawer has appropriate denominations for change.
- Monitor inventory of all concession items and replenish as needed.
- Maintain cleanliness and safety on the pool desk, in the bath house, in the pool water, and in the surrounding areas at all times.

Knowledge, Skills, and Abilities:

- Knowledge of pool policies and procedures
- Knowledge of emergency procedures
- Knowledge and practice of basic math skills, including the ability to accurately make change when transacting sales
- Ability to respond quickly and appropriately for rescue and/or assistance to swimmers
- Ability to remain calm during emergency situations
- Ability to promptly and tactfully enforce rules and regulations
- Display appropriate standards of dress and cleanliness when on duty

Qualifications:

- Must be 18 years of age or older.
- Red Cross Lifeguard certification, CPR, First Aid preferred.

Education/Experience:

- No specific educational attainment required.
- Prior experience in cash handling and reconciliation required.
- Prior experience working in a pool environment preferred.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: This job is mostly outdoors in varying weather conditions, including rain, wind, and heat. While working indoors, the doors may be opening/closing often, resulting in varying temperatures.

Physical: This job involves standing and walking for extended periods of time, with the ability to run, reach, bend, squat, and twist for short, intermittent times. Must be able to lift and carry objects weighing 30 pounds or less on occasion. Must be able to perform rescue operations in or out of the water.

Vision: Ability to see in a range from reading distance to a distance of 50 feet with or without correction; vision sufficient to read printed documents and determine monetary denominations, and recognize individuals at a distance of the entirety of the pool area.

Hearing: Hear in the normal audio range with or without correction.

Speaking: Be able to speak in an understandable voice with sufficient articulation.
