



The Town of Green Mountain Falls

Pool Attendant

Job Description

Revised 2/5/2019

Position Title:	Pool Attendant
Classification:	Part Time Seasonal
FLSA:	Covered – subject to overtime pay
Work Schedule:	Hours vary, providing coverage to pool operational hours

General Statement of Duties: This position performs duties necessary to maintain a safe, clean and healthy aquatic environment, utilizing safety conscious programs and activities. The job also involves handling money for admissions and concessions.

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

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 Lead Pool Attendant and may also take direction from the Town Manager or Town Clerk.

Supervisory Responsibility: None.

Essential Functions:

- Prepare the pool for opening and/or closing according to written procedures. This includes testing the chlorine/pH.
- Maintain cleanliness and safety on the pool desk, in the bath house, in the pool water, and in the surrounding areas at all times.

- Conduct sales for pool admission and concessions, following approved cash handling processes.
- Keep an accurate inventory of all items and admissions sold
- Balance cash drawer accurately at the end of every shift
- Ensure that all persons entering the deep end demonstrate appropriate swimming ability
- Maintain a safe environment. This may include restricting the use of play equipment, requiring children to take a time-out when they have been in longer than is beneficial to their health, or requesting people leave the pool when their behavior is unacceptable

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 with children and adults
- Display appropriate standards of dress and cleanliness when on duty

Qualifications:

- Must be 16 years of age or older.
- Must have current Red Cross Lifeguard certification and be practiced in lifesaving techniques
- Must have current CPR and first aid certification

Education/Experience:

- No education 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.
