



Job Title: Pool Office/Concessions Worker
Department: Public Works – Pub Properties
FLSA Status: Non-Exempt, Hourly, Seasonal
Revised Date: See Below

Accountability

Under the direction of the Public Properties Director, Assistant Recreation Director, Pool Manager and Assistant Pool Manager respectively.

Job Summary

Responsible for executing the office and concession functions of the Pool, including cash transactions, issuance of daily/seasonal passes and interactions with the general public.

Essential Job Functions

Handles and documents cash transactions; interacts with the public in a courteous, professional manner; completes daily audits; answers telephone; organizes lost and found; attends orientation and required in-services; cleans office; arrives punctually to scheduled shift times and maintains proper dress code at all times.

Additional Duties and Responsibilities

Attends and participates in required in-services training; assists with routine maintenance and cleaning operations of the pool facility, including but not limited to—toilets, shower walls, sweeping the deck, picking up garbage and vacuuming the pool; completes additional duties as directed by Pool Manager or Assistant Pool Manager. May assist with emergency situations as needed.

Knowledge, Abilities and Skills

General math skills to accurately receive and return the correct change from transactions; good 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. and 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.

Education and Experience

None required.

***Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

Job Description Revision Approved:



City Administrator



Date