



JOB DESCRIPTION

JOB TITLE:	Pool Concessions/Slides Attendant
DEPARTMENT:	Recreation
REPORTS TO:	Recreation Manager
CLASSIFICATION:	Part Time/Seasonal
LAST UPDATE:	January, 2016

Summary of Duties

Under general supervision, carries out the daily responsibilities related to the operations of Big Creek Park Pool. Workers are responsible for front desk area, concessions stand, and attention to the water slides.

Essential Duties and Responsibilities: The following duties are performed personally, in cooperation with other District staff and members of the community. The following are typical illustrations of duties and the list is not all inclusive. Additional duties may be assigned.

1. Handle monetary transactions which may include special events, daily admissions, concession sales and other necessary monetary transactions.
2. Answer phones, provide information and answer a variety of questions regarding the facility and services available.
3. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
4. Oversee and monitor correct usage of slides by pool patrons.
5. Enforce facility rules and Park District policies.
6. Assist with general cleaning and maintenance of building and amenities.
7. Perform any related duties as may be assigned.
8. Treat all pool patrons and staff with respect and courtesy

MINIMUM QUALIFICATIONS: Must be 15 years old or older with knowledge and experience directly related to the duties and responsibilities specified. Prior experience handling money and basic money counting skills preferred but not required.

Certificates & Licenses:

1. Must have or be prepared to successfully complete and maintain CPR, AED and First Aid certification.
2. Must have or be prepared to successfully complete the Food Handlers Safety Certification.

JOB DESCRIPTION**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Skilled in working with money, answering phones, and express work place professionalism
- Ability to get along with staff and public pool patrons while working in a variety of settings
- Promptness and attendance must be a priority
- Physical demands include being on their feet for a long period of time, working outdoors, and moving from station to station.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

PHYSICAL DEMANDS: Physical demands described here 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 functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 50% indoors and 50% outdoors.
2. Noise level in the work environment is usually moderate.
3. While performing the duties of this job, the employee works near a swimming pool, concession stand, and recreation equipment and is exposed to: a) the risk of slipping or falling; b) pool and cleaning chemicals; c) the risk of burns from ovens or heating elements.