

Hartford Parks & Recreation Department
Sherman Manning Pool - Pool Attendant
Job Description

FISA Designation: Non-exempt seasonal
Department: Hartford Parks and Recreation

Pay Classification: Minimum Wage to \$15/hour

GENERAL DESCRIPTION:

Under general supervision, the **Pool Attendant** is responsible for the daily admission, attendance and accounting at the Sherman Manning Pool

ESSENTIAL RESPONSIBILITIES:

- Accountable for daily transactions of pool passes and daily attendance records.
- Manage and greet all pool guest in a pleasant and joyful manner.
- Set-up and maintain the admission area in the control building by keeping it orderly, clean and stocked of items that support the operation of the pool facility.
- Provide general maintenance as required, to include family changing rooms and field house bathrooms.
- Neat appearance - staff shirt and name badge is required at all times.
- Accountable for all monies received daily, and complete daily cash forms.
- Accountable for daily transactions using the hartfordrec.com cash drawer system.
- Assist lifeguards in the event of an emergency.
- Assist with the monitoring of the pool deck and bathrooms
- Assist with administering swim lesson registrations and pool pass sales.
- Assist main office with clerical needs.
- Answer phone as designated receptionist.

SUPERVISION RECEIVED:

Reports directly to the Pool Supervisor, Head and Assistant Lifeguard and HPRD Administrative Staff

QUALIFICATIONS - Required:

- Knowledge of customer service standards and procedures.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.

Education & Experience: Prefer candidates with knowledge and experience in customer service, basic accounting principles. Must have or able to complete CPR & First Aid Certification.

Age: Must be of high school age and old enough to receive a work release from their perspective school.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and have excellent organizational, public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning supplies needed, prioritizing daily work tasks, and performing daily duties in the most efficient manner.

Accountability: Employee must receive authorization and has limited budgetary control of the department. The employee does not participate in the annual department budget process.

Supervision: The HPRD Staff (Pool Supervisor) provides supervision and job-related decisions are reviewed.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

I have received, reviewed and fully understand the job description for Pool Attendant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Name: _____ Date: _____

Employee's Signature: _____