

Pulaski County

Job Title: Pool Attendant – Randolph Park

Department: Parks and Recreation

Reports to: Parks and Recreation Director and Aquatics Director

Supervision Exercised: Supervision of all pool patrons

Supervision Received: Under the general supervision of the Aquatics Director

Classification (FLSA): Non - Exempt: Part Time Seasonal – Up to Forty (40) hours/week during the pool season of May through early September

Job Summary: The Evelyn Alexander Water Park located in Randolph Park in Pulaski County is a 245,000 gallon outdoor pool facility that averages over five hundred patrons per day. Pool Attendants are responsible for greeting patrons, collecting pool entry fees, counting fees, issuing arm bands, constant cleaning, and handling all other general patron inquiries.

Job Requirements: Minimal educational requirement is current enrollment in high school. Applicants must be at least 16 years of age. Previous experience working with the public is preferred. Applicants must have an outgoing personality and ability to be kind, friendly, and courteous to public.

Physical Requirements: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses.

Job Duties and Performance Standards

I. Typical Tasks:

- Enforce and adhere to all rules and regulations pertaining to the Water Park Facility
- Collect daily swim fees from the public entering the pool facility and distribute wrist-bands to the public prior to entering the facility
- Perform security checks of all bags and coolers entering the facility
- Answering of park telephone and distributing messages accordingly
- Assist lifeguards and other staff with various park related projects
- Administer first aid in the event of an injury
- Record all accidents in full detail on the accident report forms and report to director
- Ensure the safety of all participants and staff at the pool
- Daily cleaning and maintenance of the pool, pool deck, all associated equipment, and pool bathhouse which includes restrooms, showers, floors, and emptying trash
- Participate in training's pertaining to CPR and First Aid skills as deemed necessary
- Additional duties as deemed appropriate by the supervisor

II. Knowledge, Skills, and Abilities

- Ability to work cordially and professionally with staff members and the general public
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of all pool emergency procedures and perform daily facility security checks

- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to supervise and manage individuals in large settings
- Ability to be supervised by or supervise peers of similar age
- Must be willing to work evenings and weekends throughout the summer

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. The County of Pulaski reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

Date Approved: _____

Approved by: _____