

POOL ATTENDANT
RANDOLPH PARK
Pulaski County

Department: Parks and Recreation

Reports to: Parks and Recreation Director and Aquatics Director

Supervision Exercised: Supervision of all pool patrons

Supervision Received: Work is performed under regular supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employees will be evaluated annually thereafter.

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

ESSENTIAL FUNCTIONS 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: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- 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 wristbands 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

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

ADA 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.

EDUCATION AND EXPERIENCE:

- 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.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration 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.

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

Employee: _____

Date: _____