

GILLEY POOL OFFICE ATTENDANT (SEASONAL)

JOB DESCRIPTION:

This person is responsible for the daily operations of the municipal swimming pool office and performs related work as needed. Employees in this class are under general supervision.

KNOWLEDGE AND SKILLS:

- Knowledge of First Aid, CPR and its practical application.
- Ability to evaluate situations and make decisions.
- Ability to communicate clearly and effectively, orally and written.
- Ability to establish and maintain an effective working relationship with the public.
- Ability to make arithmetic computations and tabulations accurately.

ESSENTIAL FUNCTIONS:

- Sells pool admissions and records daily cash reports.
- Inventories all office supplies and maintains all procedures and forms.
- Prepares daily cash reports and secures all money at the end of the business day.
- Answers the telephone and makes public address announcements.
- Keep office area clean and free of clutter

EQUIPMENT/JOB LOCATION:

- The employee will oversee the operation of the municipal swimming pool office equipment to include but not be limited to, computer, cash register, telephone and public-address system. Work may be performed indoors and outdoors in various weather conditions.

RESPONSIBLE TO:

Front Desk Manager and the Parks and Recreation Director.