



Pool Employee Member Rock Valley Pool

JOB TITLE: Pool Employee Member

GENERAL HOURS OF WORK: Seasonal Part-time; Day, Afternoon, Evenings; Weekends and rotating shifts

SUPERVISOR: Alyssa Van't Hul, Pool Manager

GENERAL JOB SUMMARY:

The Pool Employee Member is responsible for working the concessions and front desk at the Rock Valley Pool and perform any other duties as needed.

SUPERVISORY RESPONSIBILITIES:

- None.

DUTIES/RESPONSIBILITIES:

- Ensure that the rules and regulations of the swimming pool are followed to maintain a safe swimming environment.
- Take customer orders and assemble concession items correctly.
- Accept payment from customers via a cash register.
- Keep the assigned area clean, sanitary, and safe.
- Perform basic maintenance on machines and equipment, as needed.
- Answer questions about concession stand location, prices of goods sold there, and other questions about memberships or other items sold.
- Understand and complete basic maintenance duties.
- Perform occasional pool cleaning and maintenance tasks such as vacuuming the pool and cleaning the drains.
- Check the pool water by conducting chemical tests; maintain cleanliness of the water by adding the proper pool chemicals.
- Complete inventory sheets as directed by the Pool Manager.
- Enter data into a computerized cash register system and open/close register tills at the beginning and end of the day.
- Responsible for coverage of assigned schedule.
- Demonstrate pride in the job and place of employment.
- Represent the City of Rock Valley and Rock Valley Pool at all times in a professional manner.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Must be at least 14 years old.

REQUIRED SKILLS/ABILITIES:

- Must possess a current certification in CPR/First Aid/AED.
- Ability to communicate effectively and handle people in high-stress environments at times.



- Strong team-player and the ability to work together to handle the crowds concession stands may face.
- Ability to enforce pool regulations and rules.
- Excellent communication and interpersonal skills.
- Must be able to work weekend shifts as needed.

PHYSICAL REQUIREMENTS:

- Prolonged periods of standing.
- Prolonged periods of being outdoors.

I have read, understand, and accept the above job description, and am able to perform the essential functions of this position. I understand that this job description can change according to the needs of this position. I further understand that future evaluations and merit increases are based on my ability to perform these duties.

Printed Name: _____

Signature: _____ Date: _____