

## CASHIER - POOL OFFICE ASSISTANT

**FLSA Status:** Non-Exempt

**Pay Grade:** 3

### **DEFINITION:**

Under direct supervision of the Pool Supervisor, collection of pool fees and reconciliation of daily receipts, assists Lifeguards and Pool Supervisor as needed at swimming facility, in enforcement of water safety regulations, promoting patron health, enjoyment and safety.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Assist Lifeguard staff and/or Pool Supervisor as needed, in the enforcement of the rules and regulations to promote a safe environment in the pool area and shower/locker rooms.
2. Administers first aid and/or CPR as needed;
3. Functions as a crew member within an emergency plan for the handling of accidents in pool areas.
4. Develops and maintains cooperative working relationship with peers, supervisors, and other Town employees.
5. Maintains standards of facility sanitation, assisting with cleaning and general maintenance of the facility daily.
6. Checks visitors into the swimming facility, collect associated fees, and responsible for the sale of pre-packaged drinks and snacks at the facility.
7. Attends meetings and training sessions as required.
8. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Maintains proper physical fitness, mental alertness, and readiness to meet emergencies.
10. Regular punctuality and attendance.

### **QUALIFICATIONS FOR EMPLOYMENT:**

#### ***Knowledge and Abilities:***

##### *Knowledge of*

- First aid and CPR procedures.
- Rules and regulations pertaining to the swimming pool facility.
- Pool equipment operation and health standards.
- Swimming and water safety instruction techniques.
- Occupational hazards and standard safety practices.

*Ability to*

- Recognize emergency and dangerous situations and react quickly and calmly.
- Swim with proficiency and endurance.
- Enforce established policies, rules and regulations.
- Understand and follow oral and written instructions.
- Respond to requests and inquiries from the general public and employees.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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***Required Certifications and Licenses:***

Must possess at time of hire and continuously throughout period of employment: Current certifications in First Aid Basics and American Red Cross Community CPR.

***Experience and Training:***

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

***Physical and Mental Requirements:***

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to bend, stoop, reach, sit, and stand for long periods of time. Dexterity and ability to walk on slippery and uneven surfaces. Strength and ability to maintain sustained physical exertion. Ability to see and hear swimmers in distress. Ability to tolerate exposure to constant noise, solvents, and chemicals. Strength, dexterity, and ability to lift/push/pull/carry up to 50 pounds on a regular basis or over 100 pounds occasionally. The ability to appropriately communicate both oral and verbal, including disseminating and/or interpreting, effectively to both internal and external customers as appropriate. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions.

Work environment includes extended exposure to sun, wind and/or wet conditions, pool chemicals and other chemicals. Frequent contact with members of the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

***Employee's Acknowledgment:*** I acknowledge that I have read and understand the above job description and have received a copy for my records.

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Employee Signature

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Date

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Print Name