



Pool Entrance Attendant

Position Purpose:

Under close supervision of the Recreation Administrator, the employee ensures that people utilizing the pool has the proper identification provided by the Norwood Recreation Department.

Supervision:

Supervised by Pool Director.

Job Environment:

This position is an outdoor position which requires employee to be on pool deck for extended periods of time.

Essential Functions:

- Possess an understanding of facility characteristics, rules, policies and procedures.
- Be prepared each day with appropriate attire and possess good attitude.
- Take pride in surrounds, ensuring materials are returned to proper location.
- Attend all scheduled staff meetings and trainings to maintain good communication between all staff. In incidents where attendance is not possible, notify the Director at least 24 hours prior to the meeting.
- Promote the Norwood Recreation Department positively.
- When taking a day off, take responsibility to find a qualified replacement and notify supervisor in writing of personnel change.
- Provide quality customer service.
- Act in a professional manner at all times.
- Respond thoughtfully and swiftly to any other duties assigned by Pool Director.

Job Functions

- Arrive 15 minutes before scheduled shift.
- Setup the check-in area.
- Check all individual entering the pool area for proper identification from the Recreation Department.
- Sell day passes on the weekends.
- Random checks of the bathrooms.
- Keep check of how many people are in the pool area
- During emergencies, unlock and open main gate.

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Minimum Entrance:

- Must be at least 16 years of age.
- Must be at least attending high school.
- Must possess Red Cross CPR certification or equivalent

Physical Requirements:

Must be able to sit and stand for prolonged periods of time. For special events and activities, must be able to lift up to 25pounds safely. Must be able to operate in extreme weather conditions (heat, sun, rain, wind, etc).