

## **Pine Mountain Lake Association Job Description**

**Job Title:** Pool Attendant  
**Job Code:** 68  
**Employee Name:**  
**Department:** Recreation  
**Location:** Swimming Center  
**Reports To:** Pool Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 02/07/2018 sm

### **SUMMARY**

Provides excellent customer service at Swim Center by greeting property owners, renters and guests. Monitors restrooms and showers for cleanliness. Maintains, organizes and cleans tables, chairs and pool deck. Ensures guests safety by implementing Swim Center's regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for proper admittance to Swim Center
- Removes leaves and other debris from surface of water
- Cleans bottom and sides of pool
- Inspects and cleans pool area
- Monitors pool water quality
- Cleans and maintains Swim Center equipment, lounge chairs, tables, restrooms and shower facility
- Maintains janitorial supplies
- Cleans, maintains, installs and removes pool cover or solar blanket as needed
- Supervises activities and conduct of pool area
- Enforces Swim Center's policies and regulations
- Must have cash handling ability
- Must be able to work outdoors in various weather conditions
- Regular, punctual attendance is required
- Other duties may be assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent communication skills with guests and co-workers
- Cash handling ability
- Customer service skills

### **EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to property owners and guests.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money, weight measurement and volume.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

C.P.R. and first-aid training certificate required.

**OTHER SKILLS AND ABILITIES**

Ability to operate specific equipment and tools.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hand to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals and risk of electrical shock. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.