



Pool Front Desk Attendant Job Description

Job Description

This is a Seasonal job beginning in May and ending in August. Pool Front Desk Attendants will be responsible for handling money and providing efficient customer service. Reports directly to Headguards and Pool Supervisor.

Job Duties

- Tends to customers at front desk.
- Responsible for handling pool wristband money.
- Responsible for calling 911 in emergency situations.
- Responsible for answering pool phone and providing efficient customer service.
- Responsible for keeping up with on-site and online wristband card inventory.
- Expected to handle cash box with care and count money at the end of each day.
- Expected to kindly greet all customers entering the facility.
- Expected to keep front desk clean and tidy as well as assisting lifeguards with cleaning duties at closing time.
- Assist lifeguards with enforcing pool rules and providing swim test wristbands.
- Check in pool rental guests and swim lesson participants.
- Participate in City Events (some are mandatory)
- Other duties that may be assigned as needed.

Requirements

- Minimum age of 14.
- Complete **CPR** training.
- Must know basic math.
- NO cell phone use allowed.
- Must attend orientation.

Pool Front Desk Attendant-\$8.50/HR

To apply please go to <http://cityofmeadowsplace.org/government/job-opportunities/>

For questions regarding the position, please contact Nick Garza at Parks4@cityofmeadowsplace.org

ACCEPTING APPLICATIONS UNTIL POSITIONS ARE FILLED