

## **Pool Front Desk Attendant Job Description**

### **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.
- Pay starts at \$8.50/hr

### **Requirements**

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