

Aquatic Center Attendant - Guest Services (Summer Seasonal)

Department: Parks and Recreation

Location: East Spencer, NC

Salary: \$10.00 Per Hour

Employment Type: Seasonal

JOB DESCRIPTION: Aquatic Center Attendant - Guest Services

COMPENSATION CLASS: Seasonal

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks and Recreation Supervisor

SUMMARY:

The Aquatic Center Attendant serves as the first point of contact for the public at the Aquatic Center. The attendant greets guests, enacts facility entry procedures, enforces policies, accurately processes and tracks all cash transactions, ensures cleanliness of the facility entry areas, and answers guest questions courteously and promptly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Accurately process and track all monetary transactions
- Ensure responsible and proper cash handling.
- Provide patrons with a favorable first impression of the Aquatic Center
- Fully understand and enforce entry policies and procedures.
- Courteously, promptly, and correctly answer all patron questions.
- Keep the area clean and welcoming for all patrons.
- Assist in cleanliness checks of the locker rooms and lost and found area.
- Assist in other aquatic center duties as needed, including but not limited to conducting cleanliness checks, and assisting with closing/opening cleaning.
- Wear proper attire while on duty.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATION REQUIREMENTS:

- High school or college education in progress or completed.
- Must be available to work weekdays and weekends.

- Must be able to attend staff meetings and training programs.

EXPERIENCE:

This position requires:

- Must be able to maintain positive and open communication with supervisors.
- Must be able to communicate courteously with the public.
- Ability to learn cashiering methods and procedures. Perform basic arithmetic calculations. Maintain accurate cash records.
- Ability to react calmly and effectively in emergency situations.
- Ability to follow routine verbal and written instructions.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, correspondence, and memos. Ability to properly fill out facility logs and reports as well be able to communicate effectively in an emergency situation

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to use hands to finger, handle or feel objects, tools, or controls. The employee is often required to walk, sit, stand, reach with hand and arms, talk, and hear. The employee may lift and/or move up to 30 pounds.

WORK ENVIRONMENT:

Employee must be able to sit or stand for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies between moderate and high. Frequent exposure to natural and seasonal weather conditions as well as insects while completing job duties.

SAFETY:

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:

- Comply with established safe work rules and the special instructions of the supervisor
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying supervisors with full and complete information
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions
- Know their exact duties in case of fire or catastrophe
- Use safety equipment provided for personal use in performing daily work assignments
- Only operate equipment trained and authorized to operate
- Provide public protection from unsafe conditions and hazards resulting from municipal work operations

- Participate in special safety activities, as designated, such as Safety Committees, Job Safety Analysis, special training, etc.