

Pool Attendant Job Description and Responsibilities

CITY OF LA CROSSE PARKS, RECREATION, & FORESTRY DEPARTMENT - AQUATICS

400 LA CROSSE STREET, LA CROSSE, WI 54601

608-789-8672 burns1@cityoflacrosse.org

Purpose of Position:

The purpose of this position is to ensure and maintain the safety of the staff and the general public. The Pool Attendant is responsible for maintaining an efficient concession/front desk operation, including courteous and accurate customer service, a clean, neat work area, consistent inventory levels and accurately cash counts.

Distinguishing Characteristics:

This position requires a professional demeanor, excellent human relation skills and quality customer service in order to best serve the public. Applicants should possess the ability to effectively communicate with customers and staff of all ages in person and over the phone. This includes writing up and referring incident and accident reports as well as reporting any complaints from or about staff and customers to the head lifeguard in a timely manner after an incident occurs. All the work done is performed under the direct supervisor with any and all aquatic responsibility.

Essential Duties and Responsibilities:

- Enforce and follow staff policies outlined in the Aquatics Manual. As well as effectively communicate policies and rules to community members.
- Comfortable handling money and giving accurate change.
- Follow shift schedule throughout the entire summer and arrive on time for every scheduled shift.
 - Willing and able to work at all City of La Crosse aquatic facilities.
- Help implement community outreach programs, fun days, activities, etc.
- Respond calmly to potential high stress emergency situations.
- Comfortable working with a team of 6-20 team members.
- Maintain inventory; organize concession inventory and keep a clean, organized and professional work environment.
- Wear appropriate clothing.
- Ability to stand consistently for 6-8 hours a day and the ability to lift or carry 5-50 pounds.
- Willingness to assist other staff with any necessary miscellaneous tasks.
- Completes other related duties as assigned by Aquatics Coordinator, Head Lifeguard or Aquatics Manager.

Minimal Qualifications:

Applicants must be at least 14 years of age (or older) on or before the first day of work to be considered for this position. Applicants must possess excellent human relation skills as well as the ability to work in a professional manner. Possess the ability to adapt and adjust to new situations in a timely manner while meeting requirements of a rigid aquatic season schedule. Working weekends and working longer hours for special events is expected.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.