

Richland Center Parks and Recreation Department
Pool Office / Concessions
Position Description and Job Responsibilities

Job Requirement / Prerequisite: Workers need to be 16 years of age in order to work at the Pool and must obtain a workers permit if needed. The entailed position is an entry-level position, which pays minimum wage. Persons applying for this position need good communications skills, an outgoing personality, a strong work ethic, and like working with people.

Supervision: Staff members report to the Pool Manager, Head Guard, or Parks & Recreation Superintendent.

Other Guidelines / Responsibilities include:

- Participate in preseason staff orientation / training program.
- Monitor admission sales to patrons
- Provide information to patrons regarding pool hours, policies, prices, etc.
- Sell daily and season passes.
- Handle cash and complete assignments as directed.
- Clean and disinfect food areas often.
- Prepare and sell food items to patrons.
- Keep track of inventory and inform the pool manager of items needed.
- Provide for a friendly atmosphere for all patrons entering the Aquatic Center.
- Care of all equipment, supplies, records, and facilities.
- As needed: attend weekly staff meetings and inservices that address special areas of concern or assistance to staff.
- Follow all Parks and Recreation Department policies and procedures.
- Payroll checks will be issued every two weeks.
- Return any keys to the Pool Manager or Parks and Recreation Superintendent before final checks are distributed.
- To report sickness: if you are sick and can not report to work for your shift you must call the Pool Manager or Head Guard, and if needed the Parks and Recreation Superintendent.