

Pleasant Hill Swim Club

Seasonal Employment Job Description

Job Title: Assistant Pool Manager

Pay Range: B

Definition:

Under the direction of the Pool Manager, is responsible for a variety of tasks associated with the maintenance and overall operation of Pleasant Hill Swim Club in the absence of the Pool Manager. The Assistant Pool Manager reports to the Pool Manager and the Pleasant Hill Swim Club Board of Directors.

Duties & Responsibilities:

1. Accepts duties and responsibilities of the Pool Manager in his/her absence.
2. Assists Pool Manager in operation and maintenance of the physical facility.
3. Assists Pool Manager in supervision and training of subordinate staff.
4. Works as a lifeguard when scheduled, or when needed to fill in for absent staff.
5. Responsible for enforcing safety rules and regulations and instructing subordinates to do the same.
6. Responsible for maintaining superior member and guest relations.
7. Completes mandatory paperwork which includes accident reports and chemical balances.
8. Actively participates in staff meetings.
9. Checks and maintains the cleanliness of the bath house, office, pool and surrounding grounds.
10. Performs other duties as assigned by the Pool Manager or the Pool Board.

Qualifications:

Certifications:

Must possess current American Red Cross First Aid, Lifesaving and CPR (valid through current swim season). American Red Cross Water Safety Instructor preferred.

Knowledge, Skills and Abilities:

Knowledge of basic pool maintenance.

Ability to supervise subordinate staff.

Ability to express self clearly and concisely, both orally and in writing.

Ability to react quickly and interpret emergencies.

Ability to supervise peers.

Physical Requirements:

Physical condition to perform all related duties and assignments.

Work is performed both inside and outside, the employee is regularly exposed to extreme sun and may include activities in inclement weather such as rain and extreme heat. Noise level is usually moderate, primarily due to children at play. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to walk short distances, sometimes over uneven terrain.

The employee regularly lifts and/or moves up to 25 pounds, and may occasionally lift 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.

Must be able to communicate orally.

Experience:

Two years experience as a lifeguard (Head lifeguard preferred).

Education:

High School Graduate or GED.

Two years post high school education preferred.

Age Requirement:

Must be 18 years old at time of employment.

Pleasant Hill Swim Club Seasonal Employment Job Description

Job Title: Lifeguard

Pay Range: D

Definition:

The Lifeguard is responsible for the health and safety of members and guests in attendance at Pleasant Hill Swim Club. The Lifeguard reports to the Head Lifeguard, the Assistant Pool Manager, the Pool Manager and the Pleasant Hill Swim Club Board of Directors.

Duties & Responsibilities:

1. Strives to prevent accidents and minimizes or eliminates hazardous situations.
2. Responds quickly to all emergency situations in the water and performs water rescues.
3. Administers any first aid needed to a victim.
4. Enforces facility rules and regulations.
5. Responsible for maintaining superior member and guest relations.
6. Completes mandatory paperwork which includes accident reports and time sheets.
7. Checks and maintains the cleanliness of the bath house, office, pool and surrounding grounds.
8. Performs other duties as assigned by the Pool Manager or the Pool Board.

Qualifications:

Certifications:

Must possess a current (valid for entire swim season) American Red Cross CPR, Lifesaving and First Aid certificate.

American Red Cross Water Safety Instructor preferred.

Knowledge, Skills and Abilities:

Knowledge of swimming pools, facilities, and lifesaving equipment.

Ability to react quickly and interpret emergencies.

Ability to enforce safety rules and policies with the public including peers.

Ability to deal courteously with the public.

Ability to work flexible hours with evening, weekend and holiday work required.

Ability to appear on time for work and notify the appropriate individual if unable to work.

Physical Requirements:

Physical condition to perform all related duties and assignments.

Work is performed both inside and outside, the employee is regularly exposed to extreme sun and may include activities in inclement weather such as rain and extreme heat. Noise level is usually moderate, primarily due to children at play. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to walk short distances, sometimes over uneven terrain.

The employee regularly lifts and/or moves up to 25 pounds, and may occasionally lift 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.

Must be able to communicate orally.

Experience:

Two years swim club work experience preferred.

Age Requirement:

Must be 15 years old at time of employment.

Pleasant Hill Swim Club

Seasonal Employment Job Description

Job Title: Front Desk Clerk

Pay Range: E

Definition:

Responsible for a variety of tasks associated with the operation of the check in/out desk for the swim club. The Front Desk Clerk reports to the on duty Manager, the Pool Manager and the Pleasant Hill Swim Club Board of Directors.

Duties & Responsibilities:

1. Greet members and guests at the front desk and assure proper passes are provided for entry into the club.
2. Collect fees as needed for programs, parties, or guest admissions.
3. Balance the receipt book with the amount deposited each night.
4. Answer telephones, take messages and provide general information.
5. Answer customer questions regarding hours, facility information and programs or direct them to appropriate person.
6. Report any accidents, unsafe conditions, or problems to the on duty manager.
7. Enforce policies and procedures of the swim club.
8. Ensure a clean/clear walkway for members and guests entering and exiting the swim club. Including the sidewalks in front of the entrance.
9. Ensure members are not loitering around the desk creating a disruption of the function of the front desk.

Qualifications:

Knowledge, Skills and Abilities:

Must possess excellent customer service skills.

Must be able to add and make change efficiently.

Ability to react quickly in emergencies.

Ability to enforce safety rules and policies with the public including peers.

Ability to work flexible hours with evening, weekend and holiday work required.

Ability to appear on time for work and notify the appropriate individual if unable to work.

Physical Requirements:

Physical condition to perform all related duties and assignments.

Work is performed both inside and outside, the employee is regularly exposed to extreme sun and may include activities in inclement weather such as rain and extreme heat. Noise level is usually moderate, primarily due to children at play. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to walk short distances, sometimes over uneven terrain.

The employee regularly lifts and/or moves up to 25 pounds, and may occasionally lift 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.

Must be able to communicate orally.

Experience:

One year swim club experience preferred.

Age Requirement:

Must be 14 years old at time of employment.

Pleasant Hill Swim Club

Seasonal Employment Job Description

Job Title: Concession Worker

Pay Range: F

Definition:

Responsible for exceptional customer service while selling food and beverages at Pleasant Hill Swim Club. The concession worker reports to the manager on duty, the Pool Manager and the PHSC Board of Directors.

Duties & Responsibilities:

1. Serve the members and guests in a prompt, professional, and courteous manner.
2. Insures a sanitary work environment.
3. Performs the daily maintenance, opening and closing procedures and cleaning of the concession stand.
4. Will clean the surrounding eating area of the pool grounds, when time permits.
5. Food sales and preparation including operation of food service equipment.
6. Operate and balance cash register.
7. Follow PHSC policies and procedures as well as Health Department guidelines.
8. Perform other duties as assigned by management.

Qualifications:

Certifications:

First Aid Certification preferred.

Knowledge, Skills and Abilities:

Knowledgeable in the operation of concession equipment.
Knowledgeable in operating a cash register.
Ability to add, subtract and multiply efficiently.
Ability to react quickly and interpret emergencies.
Ability to enforce safety rules and policies with the public including peers.
Ability to deal courteously with the public.
Ability to work flexible hours with evening, weekend and holiday work required.
Ability to appear on time for work and notify the appropriate individual if unable to work.

Physical Requirements:

Physical condition to perform all related duties and assignments.
Work is performed both inside and outside, the employee is regularly exposed to extreme sun and may include activities in inclement weather such as rain and extreme heat. Noise level is usually moderate, primarily due to children at play. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to walk short distances, sometimes over uneven terrain.
The employee regularly lifts and/or moves up to 25 pounds, and may occasionally lift 50 pounds.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.
Must be able to communicate orally.

Experience:

Some related work experience preferred but not required.

Age Requirement:

Must be 14 years of age at time of employment.