



**Position Title:** Part-Time Pool Attendant  
**Job Code:** 8300  
**Reports To:** Aquatic Center Manager

**Grade:** C1  
**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Pool Attendant assists the lifeguard with pool maintenance.

**Duties & Responsibilities:**

- Collects funds for daily and monthly passes from pool users
- Collects signatures from all pool users, IDs or class schedules from Faculty, Staff or students
- Submits end of day totals and collection reports
- Maintains ticket booth
- Collects rental signatures from swimming teams and keep records of Community Education classes using the Aquatic center
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High School Diploma or equivalent GED
- Customer service experience
- Ability to interact effectively and diplomatically with a diverse population
- Must have effective communications skills and the ability to follow oral and written instructions.
- Ability to perform monetary transaction; collect, balance and take to Public Safety all Aquatic Center income
- Ability to maintain facility for safety hazards and knowledge of proper use of safety practices
- Ability to perform light to moderate custodial and maintenance duties
- Knowledge of proper telephone etiquette and procedures
- Ability to work a flexible schedule to accommodate the facility's need to assist in special events during the year.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name