

Department: Parks and Recreation
Position: **Pool/Concession Aide**
Accountable To: Head Lifeguard, Asst. Manager, Pool Manager, Parks/Rec. Director
Supervision exercised: Less experienced personnel as assigned
Position Objective: Performs duties of cashier receptionist and concessionaire

Duties and Responsibilities:

The following duties are intended to be illustrative only and are not necessarily inclusive:
Assists with collection of revenues from daily admissions and concessions. Responsible for cleaning office, lobby and concession areas. Assist with attendance, program and financial records. Assist with first aid, patron discipline and emergency procedures. Assist with concession ordering, stocking and inventory. Performs other duties as assigned.

Skills:

Strong interpersonal skills. Knowledge of correct facility policies and procedures. Ability to perform simple mathematical problems. Ability to operate cash registers, copy machines and to answer telephone correctly. Ability to establish and maintain working relationships with program participants, employees and the public.

Mental Demands:

Maintain a professional attitude and posture while working in front of the public. Ability to maintain composure and act responsibly in stressful situations including but not limited to emergencies and unruly or dissatisfied patrons.

Education:

No requirement.

Working Conditions:

Ability to work for prolonged periods of time in a confined area. Exposure to blood and other body fluids may occur.

Physical Demands:

Ability to stand for long periods of time. Ability to move or lift equipment or supplies of 50+ lbs.

Contacts:

Pool staff, parks and recreation staff, other city employees and the general public.

Special requirements:

Must complete first year of high school or be a minimum age 15. . May be required to successfully pass a post-job offer drug screening and background check.