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## ***Pool Support & Wellness Center Staff***

**JOB:** Full-Time, Seasonal (Non-Exempt)

**DEPARTMENT:** Operations, Recreation

**REPORTS TO:** Recreation & Wellness Manager and Pool Supervisor

**SUMMARY:** The Pool Support & Wellness Center Staff is responsible for checking guests' passes to enter pool and wellness center, overseeing the snack counter, enforcing rules of the pool and wellness center, monitoring the slide and assisting in seasonal activities at the Grindley Aquatic & Wellness Campus.

Staff must be available to work from Memorial Day weekend to Labor Day, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

#### **Pool & Wellness Center Check-In:**

- Observe and enforce safety regulations
- Provide excellent customer service consistent with Lakeside's standards
- Greet guests upon arrival, check passes, ensure customer relations and provide all other supporting services
- Knowledgeable of pool facility, such as length and depth of pool, operational hours, how many laps it takes to make a complete mile in meters and feet, etc.
- Knowledgeable of Wellness Center facility and services to answer guest inquiries
- Identify defects throughout the pool and Wellness Center; immediately report to supervisors and concerned departments of hazards, injuries, equipment or processes that negatively affect the operations
- Ensure the pool deck is swept and that all furniture is in the correct location during set up each morning
- Participate in emergency procedures and in-service trainings
- Demonstrate knowledge of Emergency Action Plans

#### **Snack Counter:**

- Operate cash register and receive payment from customers in cash or by check; accurately count and provide change
- Clean and stock snack area
- Receive inventory, move/lift food and beverage products and supplies
- Ensure proper food handling procedures are followed, including wrapping, labeling, dating, stocking, storing, rotating and checking temperature of products
- Clean and sanitize work station and equipment

**Water Slide Attendant:**

- Demonstrate ability to work independently or with limited direction
- Work with lifeguards to ensure that the water slide is being used safely
- Ensure all patrons meet height requirements before allowing them to use water slide
- Maintain order at the top of the water slide, letting only one person down at a time; make sure area at the bottom of the slide is clear before releasing the next person
- Recognize, report and respond to any unsafe conditions and possible/definite pool hazards

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be certified in Basic Life Saving (CPR/First Aid/AED.)

**EDUCATION AND/OR EXPERIENCE:** While a high school graduate is preferred, students age 16 & older may apply. Guest service experience in a retail-type environment is preferred.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

**MATHEMATICAL SKILLS:** The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear, taste or smell. 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 must regularly lift and/or move more than 20+ pounds. 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 essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

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Date

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Supervisor Signature

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Date