



Town of South Bruce Peninsula

Pool Tote Room Attendant

Position Description

Reports to: Aquatic Supervisor Status: Seasonal
Last Revised: February 1, 2021 Hours: up to 40 per week

Summary of Duties

Reporting to the Aquatic Supervisor, the Pool Tote Room Attendant's responsibilities include greeting general public and patrons to the Wiarion Pool; handling cash; preparing deposits; performing pool maintenance. There is opportunity for pre and post-season maintenance and administration duties.

Qualifications

- Must be at least 15 years of age
- Current certification in: Bronze Cross; Emergency First Aid and CPR B; AED
- Must have the ability to apply knowledge and training in safety prevention of accidents and in First Aid rescue situations as needed
- Must have strong customer service skills. Required to be tactful when dealing with customers
- Good public relations and communication skills, both oral and written
- Excellent organizational and time and stress management skills
- All staff (new and returning) must complete their Health & Safety and other mandatory training prior to their start date

Responsibilities

- Assist in the opening and closing of the pool,
- Greeting general public and patrons to the pool
- Responsible for front desk cash handling and recording all monetary transactions on payment for swims and preparing deposits and depositing at Town Hall daily
- Keep track of patrons to ensure the maximum load of the pool is not exceeded
- Responsible for measuring the chlorine and Ph levels of the pool under the supervision of Aquatic Supervisor and then documenting their readings in Pool Logbook and contact the Facilities Coordinator in the event the levels need to be adjusted
- Maintain the aesthetics of the pool area including vacuuming pool, sweeping and cleaning of changerooms, washrooms and staff room, tidying toys and lifejackets off of pool deck, maintaining lost & found
- Maintain a good working relationship with staff members, maintenance personnel, administrative personnel, and pool patrons.

- Enforce pool rules consistently, tactfully and promptly
- Handle concerns and maintain a positive image with the public
- Assist with lifeguarding the pool in a positive and professional manner
- Assist with pre and post-season maintenance and administration duties
- Other duties as deemed necessary or as required

Working Conditions

- Works in presence of users of all ages, and has a relatively high public profile
- Deals with a high volume of varied tasks; constant changes of priority
- Constant attention to customer service demeanor required
- High level of initiative required
- Weekdays, weekends, evening and shift work required
- Works outdoors being exposed to extreme weather conditions including wet, humid conditions, intense sun exposure and cold, windy conditions
- May be exposed to pool chemicals such as chlorine, Muriatic acid, hydrochloric acid, soda ash and testing reagents.
- The noise level in the work environment can be loud in the pool and surrounding area as determined by the number of participants
- Ability to perform strenuous physical tasks necessary for a water rescue
- Ability to continuously scan all areas of the pool with clear vision