

Front Desk/Snack Bar Attendant

Department: Snack Bar

Reports to: Pool Manager, Assistant Manager, Snack Bar Director

Position Summary:

Under the direction of the Pool Manager, Assistant Manager and Snack Bar Director, sell and account for snack bar items, keep sales records, maintain cleanliness of snack bar area; log in patrons to their MemberSplash account. Maintenance duties and any other duties as necessary or required. This position requires weekend and holiday work.

Responsibilities:

Prepare and serve snack bar food

Make change, record financial transactions with accuracy, enter and retrieve information via cash box

Maintain financial records with accuracy

Maintain appropriate level of stock items by keeping inventory records.

Ensure all patrons entering the facility check in at the front desk, and determine that the information contained in each patron's account corresponds with the number and identity of those entering the facility

Accurately use information in MemberSplash accounts to ensure guest fees are being paid by members upon entering the facility

Quickly and accurately use the MemberSplash check-in system for multiple tasks.

Maintain a clean and organized snack bar area at all times

Clean the counters and mop the floors at the end of the shift. Wipe picnic tables and benches as necessary

Clean the bathrooms upon arrival each morning

Deal with patrons effectively and courteously

Thank members for their patronage.

Resolve guest complaints expeditiously and inform Management of the complaints

Any other duties deemed necessary or required

Age: Applicants must be at least 14 years of age by Memorial Day

Required Skills: Computer skills, knowledge of mathematics and recordkeeping, and the ability to concentrate on multiple tasks at once. Must accept instructions and constructive feedback from various supervisors. Requires verbal and hearing skills to effectively communicate with patrons and other staff. The ability to work with others in a confined space, and to follow all policies and procedures. This employee must be able to count money and change correctly and have good public relations. Worker will be trained to operate equipment properly.

Accountability: Employee is an at-will employee employed by the Board of Directors. The board has the discretion to terminate an employee should work performance become unsatisfactory, as deemed by the Board, the Manager or Assistant Manager. Salary and job duties are determined by the Board.

Problem Solving: Problem solving is required in this position. The employee must answer questions and concerns of patrons.

Decision-Making: Decision-making is required in this position. This employee makes decisions concerning enforcement of policies and rules, and performing daily duties in the most efficient manner.

Supervision: The Manager, Assistant Manager and Snack Bar Director provide supervision. Job-related decisions are reviewed.

Personal Relations: Daily contact with patrons, co-workers, supervisory personnel and Board members.

Physical/Sensory Requirements: This position is mostly sedentary and requires the ability to stoop, crouch, reach, stand, walk and occasionally lift or move objects up to 20 lbs. Repeatedly perform simple and power grasping, pushing, pulling, and fine manipulation tasks. The ability to multi-task and communicate effectively is required.

Mandatory Training: There will be a mandatory training day. Date and time to be announced at a later date.

The pool is open Memorial Day weekend and from early June to late August, reopening Labor Day. Hours of operation are Sunday – Friday, noon to 8 p.m. and Saturday, noon (1 p.m. during swim team season) to 8 p.m. Any planned vacations must be approved by management before the summer session begins.