



JOB OPENINGS

Job title: Pool & Fitness Attendant

Number of openings: 3

Location: Lake House

Duration of job: Seasonal

Starting date: End of May/June

Days worked: 2-5- days

Weekend work: Yes

Supervisor: Social Activities Manager

Pay Rate: \$15-\$17/hr

Responsible for greeting and assisting members/guests, handling phone calls and ensuring locker, pool and workout room facilities are safe, clean and in order.

Detailed job description, including responsibilities, work performed, tools or equipment used, etc.:

- Answer the phone promptly and transfer calls as necessary
- Provide information to Members/guests regarding upcoming events, equipment and directions
- Greet and direct Members and guests by name when possible
- Verify that Members and guests have signed in to use the facilities
- Perform daily maintenance in the pool and workout room; including vacuuming and skimming pools, wiping down chairs and equipment and scrubbing pool decks
- Ensure orderliness throughout the day by picking up towels, realigning furniture and clearing food trays and trash
- Assist Members/guests with the operation of exercise room equipment
- Ensure locker room is organized, neat, clean and stocked throughout the day
- Launder and fold pool/locker room towels as needed throughout the day

Physical Requirements:

- Sitting or standing at the reception desk; walking around the facility; some bending and lifting required

Minimum skills, experience, education and ability required for this job:

- Customer service oriented; positive, outgoing and professional attitude
- Must be able to effectively communicate in English with members, guests and management
- CPR/First Aid Certification recommended

Miscellaneous information:

- This is a non-exempt position