

CITY OF LINCOLN CENTER  
POOL EMPLOYEES  
JOB DESCRIPTIONS AND RESPONSIBILITIES

The employment season shall be from Memorial Day to day determined for close by the Pool Manager.

The pool facility shall be open to the public from 1:00 to 8:00 pm, Monday thru Friday, 1:00 to 6:00 pm, Saturday and Sunday, if temperature rises above 70 degrees by noon. Swimming lessons shall be provided during morning hours, as necessary.

LIFEGUARDS: Must have current CPR, First Aid, and Lifeguard Training Certificates.

All lifeguards shall have the following responsibilities, and any others assigned by the manager:

1. To rescue any individual endangered while swimming or elsewhere in the swimming pool area.
2. To maintain discipline and order throughout the entire swimming pool area.
3. To maintain a safe environment for swimming. At least one lifeguard shall be in the lifeguard chair at all times. During periods of crowded conditions, both lifeguard chairs shall be occupied.
4. To assist instructors with swimming lessons.
5. To maintain the restroom and dressing facilities in a clean and sanitary condition.
6. To assist in the maintenance of clean water by the sweeping of the pool once each week (or more often as determined by the Manager) and by scrubbing the sides of the pool and deck when determined necessary by the Manager.
7. To obey all rules as determined by the City and Pool Manager. If possible, to give Manager 24-hour notice if unable to work scheduled hours.
8. Follow all rules in the **Pool Handbook**.

When assigned duty inside the office (cage), the following responsibilities shall apply:

1. To greet the public in a friendly and courteous manner. To sell daily admissions, season tickets, concessions, lessons, and rentals, as applicable. To keep bookkeeping records of all revenue.
2. To supervise the use of the facility telephone. (Handle incoming calls and permit outgoing calls)
3. To release and collect garment baskets.
4. To allow no one other than employees inside the office (cage). Cage area shall not be left unattended.
5. To maintain discipline in the restroom and dressing facilities and ticket window area.
6. To refer unresolved problems to the manager.

In addition, in the event one of the lifeguards is designated Assistant Manager, the duties and responsibilities of the Manager will apply to that person during the Manager's absence.