

# Pool Manager Job Description

## **Job Summary:**

The Pool Manager is responsible for overseeing the Pool, Concession Stand and Lifeguards. Will be responsible for making daily decisions and serving the public at the pool.

## **Duties include, but are not limited to:**

- Scheduling Lifeguards.
- Sell and order concessions. Invoices to be turned into the City Clerk with daily report.
- Selling Daily passes and Pool Passes.
- Maintains a record of all gross receipts for season tickets, daily admissions, and concessions, by method and form approved by the City Clerk. All receipts shall be deposited nightly in the Depository Bank.
- Supervises lifeguards and other pool employees. Performs duties of lifeguards, and other pool employees, when necessary. Reviews automated time entry for accuracy and reports all necessary fixes and changes to the City Clerk. Works with City Clerk to prepare work schedules to ensure adequate coverage of pool operations.
- Operates filters and regulates chemicals, with assistance of city water department employees.
- Determines when pool closing necessary due to weather or unsafe conditions. Responsible for security of pool facility.
- Working with City Hall regarding all aspects of the job.
- Overseeing Cleaning of pool, bathhouse, and surrounding area; to make sure proper procedures "Pool Handbook" are followed.
- Reporting any maintenance issues to City Hall to be managed by the City Crew.
- Must have Strong Interpersonal skills to best serve the public.

## **Qualifications:**

- 18 years or older, Must be dependable and trustworthy. Must have Strong Interpersonal Skills to best serve the Public.