

Job Description

City of Troy, Missouri

Seasonal Aquatic Center Attendant

Parks and Recreation Department

General Purpose of Position

This position is responsible for daily operations of Aquatic Center Gate and Concession Stand. This is a temporary seasonal position with hours dependent on the pool season.

Major Duties and Responsibilities

- Answer phones and greet public
- Take daily entry fees
- Prepare concession food orders within health department regulations
- Operate a cash register
- Routine cleaning
- Prepare opening and closing reports
- Receive and manage weekly inventory
- Assist in opening Aquatic Center and Concession Stand and securing each night at closing.
- Other duties as assigned
- Performs other duties as directed

Job Context

Status	Seasonal
FLSA Status	Non-exempt
Department	Parks and Recreation
Immediate Supervisor(s)	Director of Parks and Recreation
Frequency of Supervision	Daily
Number of Supervised Employees	None
Type of Work Schedule	Flexible seasonally, including evenings and weekends
Frequency of Overtime	Limited
Frequency of Night Work	Limited, seasonally, as needed
Shift Position	Not Applicable

On Call Status	On Call, seasonally, as needed
Percentage of Work Indoors	95% or more
Percentage of Work Outdoors	5% or less, in all types of weather conditions
Types of Accountabilities	Safety, Accounting, Customer Service
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	Cleaning supplies
Average Stress Level	Moderately Low, varies with activities
Physical Work Associated with Position**	Lifting, standing, bending, walking, and carrying product

**Exposure to chemicals / hazardous materials may not be limited to this list.*

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Knowledge, Skills and Abilities

- Good communication/customer service skills
- Cash register experience
- Ability of add, subtract, multiply, and divide
- Use common sense
- Pay attention to detail
- Work as a team member with other employees
- Work autonomously when necessary
- Work effectively with a wide range of people
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures