

# 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

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

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

*\*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