



TITLE	AQUATIC CENTER ATTENDANT	2025
DEPARTMENT	PRCE	
SUPERVISED BY	RECREATION MANAGER, AQUATIC CENTER MANAGER, AND SHIFT LEADS	
SUMMARY	THIS IS SEASONAL POSITION THAT FOCUSES ON PROVIDING EXCELLENT CUSTOMER SERVICE AND MANAGES DAY TO DAY AQUATIC CENTER ADMISSIONS AND ASSISTS IN OTHER AREAS OF OPERATIONS INCLUDING CONCESSIONS, WATER SLIDE MONITORING AND GENERAL CLEANING DUTIES.	

DUTIES AND RESPONSIBILITIES

1. Provide exceptional customer service to patrons visiting the Hutchinson Family Aquatic Center
2. Greet patrons in a warm and friendly manner
3. Assist guests by answering questions
4. Maintain orderly entrance lines
5. Knowledge of the point of sales system, prices and cash handling procedures
6. Collect daily admission and oversee the sale of seasonal passes and punch passes
7. Understand and consistently enforce aquatic center rules and policies
8. Perform light cleaning duties such as: cleaning windows, emptying garbage, checking and cleaning locker rooms, mopping, sweeping, etc.
9. Collect lost and found items
10. Attend scheduled staff meetings, staff activities and ongoing trainings
11. Understand and administer the appropriate emergency action plan for any situation
12. Monitor and over see water slide(s) activity from the top of the slide(s)
 - a. Direct patrons on how to properly use equipment and water slides
 - b. Control access to the water slide/designated area and enforce all rules and regulations
 - c. Ensure guests are of the appropriate height/age for use of water slide
 - d. Monitor guests going up stairs to the slide and guests going down the slide
 - e. Operate the power and emergency switch for the slide as needed
 - f. Inform the lifeguards of any issues or concerns related to the slide operations
13. Assist in the concession area during high traffic times by helping with the preparation and serving of concession items.
14. Communicate to the direct supervisor any concerns, needed repairs, or incidents that may need follow-up.
15. Other duties as assigned

MINIMUM REQUIREMENTS

- Report to work on time
- Neat and clean appearance
- Ability to serve diverse groups of customers and staff
- Maintain effective working relationships with co-workers and with the public
- Ability to make decisions in accordance with policies and procedures and in emergency situations
- Strong public relations skills
- Strong communication skills
- Perform all essential position functions under the working conditions as described
- While performing the duties of the job, the employee is regularly required to stand, talk, and hear
- Specific vision abilities required include close vision, distant vision and peripheral vision. Ability to operate a cash register and to complete accurate transactions and reports
- Flexibility regarding scheduling and shift changes
- Ability to perform routine cleaning and housekeeping duties
- Must be 15 years of age or older

DESIRED QUALIFICATIONS

- Customer service experience
- CPR and First Aid certification
- Previous aquatic center experience
- Experience in cashiering and cash handling procedures
- Experience in food preparation

WORKING CONDITIONS

Seasonal temporary position. Aquatic Center is open from approximately June through August. Variable hours with a rotating schedule up to 7 days per week including days, evenings, weekends and holidays. Inside work and outside work in all types of weather conditions.

Starting Pay \$14.28/hour

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.