

City of Powell

Job Description



Title: Aquatics Clerk	Code: 240
Division: Operations	Effective Date: 12/08
Department: Aquatics	Last Revised:

GENERAL PURPOSE

Performs a variety of **routine, semi-skilled duties** as needed to receive and admit patrons to the swimming pool and prepares and sells concessions.

SUPERVISION RECEIVED

Works under the close to general supervision of the Aquatics Facility Superintendent or Aquatic Coordinator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Greets and receives the public; receives payments and fees and admits patrons; operates cash register and accounts for revenues; gives change.

Operates concessions and makes food preparations; utilizes various types of equipment associated with concession services; maintains work areas in clean, safe and organized manner; sells candy, food, drinks, T-shirts, momentos, swim wear and equipment; sells memberships, passes and processes paperwork. Follows state food safety guidelines.

Performs scheduled upkeep and maintenance of facility; cleans floors, walls, windows, water equipment, etc.; monitors general activities of facility to assure safety.

May assist with various aquatic programs; assists with teaching swimming and water safety skills.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;
 - AND
 - B. No experience necessary;
2. Required Knowledge, Skills, and Abilities:

Some knowledge basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

Ability to operate cash register; establish and maintain effective working relationships with employees, young people, ability to communicate effectively, verbally and in writing.
3. Special Qualifications:

Must be First Aid & CPR certified, or obtain at first reasonable opportunity.
Must be 16 years of age.

4. Work Environment:

Incumbent of the position performs in climate controlled environment. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Moderate lifting required with certain assignment areas. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)