

# City of West Carrollton, Ohio

An Equal Opportunity Employer

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**POSITION TITLE: SEASONAL POOL ADMISSIONS AND CONCESSIONS**

**DEPARTMENT: PARKS AND RECREATION**

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Employment Status: Seasonal

FLSA Status: Exempt



**GENERAL NATURE OF WORK:** This position is under the direction of the Pool Manager. The primary responsibilities include but are not limited to cash handling, facility upkeep, food prep, customer service, sales, and record keeping.

**EQUIPMENT & JOB LOCATION:** This position requires knowledge regarding the register, commercial concession food materials/equipment, and cleaning materials. The primary work site is Wilson Park Pool, 1226 S Elm Street.

## **ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in all positions in this class.*

- Food prep and service in accordance with the Health Department regulations and guidelines
- Correctly operating all food service equipment
- Cleans and sterilizes all food service equipment and utensils
- Proper food handling procedures
- Proper handling of cash and operation of the cash register
- Accurate count of start-up and ending monies
- Accurate sales transactions
- Communicate with other staff and customers in a courteous and professional manner
- Daily and continuous cleaning of work area and equipment
- Any other related duty as assigned by the Pool Manager
- Ability to wear and maintain a clean uniform while on duty

## **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Enforces Wilson Park Pool Rules
- Some light lifting of 30 pounds or less

## **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work with others in a professional manner

## **DESIRABLE MINIMUM QUALIFICATIONS:**

- Excellent communication skills
- Willingness to learn new skills
- Good work ethic and ability to work without close supervision

## **NECESSARY SPECIAL REQUIREMENTS:**

- American Red Cross Lifeguarding/First Aid/CPR/AED

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the city to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the city.

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**(SIGNATURE OF CANDIDATE)**

**(DATE)**

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**(APPROVAL OF APPOINTING AUTHORITY)**

**(DATE)**