VILLAGE OF MUSCODA MUNICIPAL POOL

Position Title: Pool Office/Concessions
Appointing Authority: Village Board
Position Reports To: Utility Superintendent
Job Location: Municipal Pool, 614 N 3rd St., Muscoda
Full or Part-Time: Part-Time or Full-Time
Working Hours: Monday- Sunday scheduled Pool Hours as scheduled
Salary or Hourly: Hourly

Job Requirement / Prerequisite:
Workers need to be 14 years of age in order to work at the Pool and must obtain a workers permit. The position is an entry-level position. Applicants applying for this position need good communications skills, an outgoing personality, a strong work ethic, and like working with people.

Supervision: Staff members report to the Pool Lead or Utility Superintendent.

Responsibilities include:

- Monitor admission sales to patrons.
- Provide information to patrons regarding pool hours, policies, prices, etc.
- Sell daily and season passes.
- Handle cash and complete assignments as directed.
- Clean and disinfect food areas often.
- Sell food items to patrons.
- Keep track of inventory and inform the pool manager of items needed.
- Performs cleaning and maintenance responsibilities along with keeping workstation and surrounding area neat and orderly.
- Participate in preseason staff orientation / training program.
- Provide for a friendly atmosphere for all patrons entering the Aquatic Center.
- Care of all equipment, supplies, records, and facilities.
- As needed: attend weekly staff meetings and in-services that address special areas of concern or assistance to staff.
- Follow all policies and procedures.
- Payroll checks will be issued every two weeks via Mipay.
- Return any keys to the Pool Lead or Village Office before final checks are distributed.
- If you need time off after the schedule comes out, you are responsible for communicating that to the Pool Lead.
- If you are sick and cannot report to work for your shift you must call the Pool Lead.