

POOL ATTENDANT

Artcraft Management, Inc.

Job Description

ORGANIZATION STRUCTURE:

The Pool Attendant reports and is responsible directly the Property Manager on each property that he/she assists. Professional conduct is essential at all times.

The job of Pool Attendant is done for the purpose/s of maintaining an attractive, sanitary and safe swimming pool for residents and public; controlling swimming pool chemicals; maintaining required logs; ensuring availability of equipment and/or supplies; and complying with health and safety requirements.

Responsible for enforcing the rules of the pool. Report any problems that occur immediately to the property manager. Artcraft Management, Inc. strictly enforces these rules and will not tolerate residents or their guest to break them. Do not hesitate to call either the property manager or the emergency maintenance number if you have a problem you cannot control. Use your judgment with weather concerning closing the pool early. If there is an **EMERGENCY CALL 911 First!!!!** Pay phones on the property can be used to dial 911 without coins.

AUTHORITY:

Has the authority to make recommendations and suggestions to Property Managers on pool related matters.

PERFORMANCE MEASUREMENTS:

1. Upon arrival, sign in on time sheet DAILY.
2. Check the chlorine and PH levels and record on daily sheet.
3. Place trashcans with liners in pool area, Put up umbrellas/arrange table and chairs.
4. Check bathrooms for cleanliness and stock with supplies. Make sure trashcans have liners. Make sure slip resistant mats are in place.
5. Vacuum the pool as necessary, sweep pool deck as needed and keep any trash picked up around pool area.
6. Record chlorine and PH levels every two (2) hours.
7. Check bathrooms periodically to make sure they are neat and tidy and well stocked.
8. Make sure you are initialing off the daily duties as performed. (It is vital we keep accurate records or we could be closed by the Health Department.
9. At closing time, put away umbrellas and pool equipment, make sure all furniture is neatly arranged and wiped down if needed.
10. Sweep bathrooms and mop floor, if necessary. Empty trashcans and place in hallway for the night.
11. Sign out on time sheet. Lock the pool gate. **DOUBLE CHECK THAT LOCK IS SECURE!!!**
12. Make sure bathroom and pump room are locked.

QUALIFICATIONS:**EDUCATION/CERTIFICATIONS:**

- High school diploma or equivalent.

Additional Qualifications: Possession of valid Virginia Driver's License and proof of insurance.

SKILLS/ABILITIES:

- Must be able to work well with others (other employees, residents, and vendors).
- Position requires a high degree of energy and human relations skills.
- Must be an excellent communicator. Requires personal contact, proper conduct and appearance.
- Must perform technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Specific skills required to satisfactorily perform the functions of the job include: operating pool maintenance equipment; and handling hazardous materials.

HOURS OF OPERATION:

- Position requires part time and summer only. Specific hours may vary from property to property and will be worked out in advance with your property manager.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Artcraft Management, Inc.

WORKING CONDITIONS:

The employee is required to work poolside and be exposed to outdoor elements of wind rain and summer heat, and hazardous chemicals.

PHYSICAL ACTIVITIES AND REQUIREMENT OF THE POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, climbing stairs, swim, sit and use hands to handle tools, equipment, and furnishings; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 15 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Artcraft Management, Inc. maintains its

status as an at-will employer. Employees may be terminated for any reason not prohibited by law.
