

# **FARMINGTON CITY**

## Job Description

|                    |                      |                                |
|--------------------|----------------------|--------------------------------|
| <b>Title:</b>      | Office Staff         | <b>Code:</b>                   |
| <b>Department:</b> | Parks and Recreation | <b>Pay Rate:</b>               |
| <b>Division:</b>   | Swimming Pool        | <b>Effective Date:</b> Jul. 08 |

### General Purpose

Performs a variety of **routine, unskilled duties** as needed to receive and admit patrons to the swimming pool and sell concessions.

### Supervision Received

Works under the close supervision of the Assistant Pool Manager, Swimming Pool Manager, or Parks and Recreation Director.

### Supervision Exercised

None.

### Essential Functions

Greets and receives the public; receives payments and fees and admits patrons; operates computer (swim lesson registration, facility reservations, point of sale items, processes computerized swim passes) and accounts for revenues; gives change; checks swim passes for validity; monitors patron compliance with established rules and policies and processes paperwork.

Performs scheduled upkeep and maintenance of facility; clean floors, walls, windows, water equipment, etc.; monitors general activities of facility to ensure safety; receives inventory deliveries, verifies accuracy of shipment; stocks supply storage areas.

Performs daily cleaning of concessions area; follows established routine and performs checklist tasks to assure clean and sanitary operations.

Operates concession stand; sells candy, food, drinks according to established standards and health guidelines; accepts patron payments for goods, issues change, totals and accounts for daily collections; may prepare daily deposit.

Performs related duties as required.

### Minimum Requirements

#### 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;

#### 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 and adults, ability to communicate effectively, verbally and in writing.

Special Qualifications:

Must be at least 16 years of age at the time of hire

Must possess a Davis County Food Handlers Permit

Preference shall be given to applicants with CPR and First-Aid certifications.

No drug test is required to enter into this position.

Must be willing to work 15-20 hours per week which hours may vary according to seasonal need.

Must complete City provided pre-season training.

**Hiring is conditioned also upon the employee agreeing to be available to work the following seasonal holidays:** Saturday before Memorial Day, Memorial Day, Fourth of July, Festival Days, Pioneer Day, and Labor Day.

Work Environment:

Employment in this **position is At-Will and seasonal, Memorial Day to Labor Day.** Mandatory meetings will be held during the month of May, during the operating period. Bi-monthly mandatory staff meetings are held Friday mornings. Employee in this position must be available to work preseason and after season for a short period of time. Incumbent on the position is the ability to perform in an atypical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Frequent communication with the public requiring the ability of talking, hearing and seeing with certain aspects for the job eligible for accommodation. Common eye, hand, finger, leg, and foot dexterity required to perform as swimming instructor. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

# Farmington City Gymnasium DISCLAIMER

**DISCLAIMER: The job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. I also understand that all training meetings are mandatory, and can be dismissed from the position for not attending these meetings.**

I \_\_\_\_\_ have reviewed the job description.  
Signature

\_\_\_\_\_  
Please print your name here

\_\_\_\_\_  
Job applied for

Today's Date: \_\_\_\_\_

*If UNDER 18 years of age:* Parents Signature \_\_\_\_\_.