

Beechwood Recreation Association

Job Description

Job Title: Gate Guard

Minimum requirements: 21 years of age, Beechwood Recreation Association member, current CPR certification, Food Handler's certification

Supervisor: Pool Manager

Job Summary

Position is responsible for admitting members and guests, answering phones, handling money, keeping area and facility clean, helping lifeguards and concession workers when necessary, and securing the pool and its contents at the end of the day.

Essential Duties

1. Serves customers promptly and courteously
2. Maintains an accurate record of members and guests using the pool.
3. Supervises behavior of members and guests when they are not in the pool.
4. Accepts and accurately handles money.
5. Counts the money at the end of the day and prepares the end of day report.
6. Cleans assigned work area and secures all money and equipment at the end of the day.
7. Helps lifeguards with cleaning and upkeep as time allows.
8. Helps concession workers by preparing certain items in advance of their shift.
9. Covers the concession stand when no concession workers are scheduled.
10. Covers shallow end lifeguard stand if necessary for the safety of the guests.
11. Adjusts pool chemistry as necessary.
12. Communicates regularly with the pool manager, especially in emergency or unusual situations.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Ability to read and write in English and follow written and oral instructions. Possession of, or the ability to obtain CPR and Food Handler's certification. Must be able to perform addition and subtraction to make change and prepare deposits. Ability to follow safety precautions to avoid injuries to self and others. Ability to complete written forms and records. Desire to put forth best effort in all assigned duties.

Working Conditions & Physical Requirements

Must be able to see and read printed material, and speak in audible tones so that others may understand clearly. Must have the ability to assert oneself in a calm and purposeful manner. Must have the physical agility to lift and carry up to 30 pounds and to bend, stoop, walk and reach overhead. .

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the Pool Manager. The Beechwood Recreation Association reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name _____ Signature _____ Date _____
(Print)