

CITY OF LOMPOC

PT RECREATION POOL CLERK

DEFINITION/CLASS CHARACTERISTICS:

Under general supervision, the Pool Clerk is responsible for collecting fees from Aquatic Center patrons, completing financial reports, assisting in the organization of class rosters and evaluation forms, responding to inquiries from the public in a courteous and professional manner, maintaining an organized work station, and providing assistance to aquatic staff in emergency situations.

Incumbents will work a varying schedule of hours, which may include early mornings, nights, weekends, and holidays.

LICENSE/CERTIFICATIONS REQUIRED: Possession of current and valid certifications for Basic Life Support (Professional Rescuer CPR/AED) and First Aid.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this position. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs payment transactions with the public; collects admission fees and sales of swim merchandise; makes proper change; processes program passes.
2. Prepares fee collections for daily deposits and runs reports for daily cash, checks, and electronic transactions.
3. Conveys information on aquatics programs and schedules and as appropriate refers patrons, program participants, and the general public to other programs offered at the Lompoc Aquatic Center.
4. Maintains a level of professionalism and develops positive relationships with patrons, program participants, and colleagues.
5. Ensure patrons and program participants are advised regarding facility rules and regulations.
6. Assists in organizing class rosters, evaluations, and participant swim skill evaluations.
7. Monitors activity occurring in entrance areas to prevent accidents.
8. Follows all Lompoc Aquatic Center policies, rules, regulations, and procedures, including emergency and safety procedures.
9. Performs general maintenance and/or custodial duties in the Aquatic Center's front office and lobby area.
10. Assists aquatic staff in emergency situations.
11. Attends all staff meetings and in-service trainings.
12. Assists in Recreation Division activities and special events.

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13. Performs other duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL: Strength category: Light Work - Occasionally lift and/or carry objects weighing up to 20 pounds. May involve standing or sitting; occasionally stooping, bending, kneeling, crouching, reaching, and twisting; lifting, carrying, pushing, and/or pulling light to moderate amounts of weight; operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; verbally communicate to exchange information. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed; specific vision abilities required by this job include close vision, distance vision, and the ability to adjust. **Hearing:** Effectively hear/comprehend oral instructions and communication, and hear noises and distress signals in the aquatic environment.

Mental/Psychological: Works cooperatively and interacts appropriately with those contacted in the course of work, including the general public; responds quickly to changing priorities; communicates effectively orally; performs effective multi-tasking; utilizes basic reading, writing, and math skills; understands, remembers, and carries out job instructions; knows, understands, and consistently applies safety rules, policies, and guidelines.

- Maintain calm and practice good judgment in stressful and emergency situations.
- Model professionalism and relationship-building/customer service skills in all interactions.
- Effectively communicate with patrons, city and facility staff using authority, diplomacy, and sensitivity.

MINIMUM QUALIFICATIONS:

Minimum Age: Must be at least 16 years of age.

Knowledge of: Basic math and computer skills; ability to follow oral and written instructions; basic knowledge of aquatic activities, program schedules, hours of operation, and admission fees; and basic knowledge of safety procedures, rules, and regulations for the aquatic center.

Ability to: Operate a computer, a variety of office equipment, and balance a cash drawer; prepare written reports related to facility operations; work cooperatively with the public and employees in an enthusiastic and constructive manner; work a schedule of hours that may include nights, weekends and holidays.

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EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which would provide the required knowledge, skills, and abilities. Prior experience in handling money or cashiering is highly desirable.

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