



POSITION DESCRIPTION

POSITION TITLE: Pool Desk/Snack Bar Associate	DEPARTMENT: Aquatics
CLASSIFICATION: Part Time	REPORTS TO: Aquatics Director
DESCRIPTION SUMMARY: During hours spent working at the Pool Desk, Pool Desk/Snack Bar Associates are responsible for greeting members and guests and making sure they are properly checked in to our software systems. During hours spent working in the Snack Bar, Pool Desk/Snack Bar Associates are responsible for completing snack bar transactions including preparing/serving food and collecting money. Must be enthusiastic, animated, and happy. Must have exceptional grammar and be able to articulate in a professional manner.	
ESSENTIAL RESPONSIBILITIES: <ul style="list-style-type: none">- Greet members and guests enthusiastically and professionally.- Answer the phone and direct calls.- Check membership cards, account status, and guest registrations.- Accept and fulfill snack bar orders and process credit card payments.- Inventory snack bar supplies.- Provide a memorable moment by setting the example of excellence and making a difference.- Present professional appearance and attitude at all times; maintain a high standard of customer service.- Take charge and/or assist in all crisis or emergency situations while following established JCC policies and guidelines.- Administer CPR or First Aid if necessary.- Enforce rules and be able to explain them.- Inspect pool and snack bar equipment supplies. Report any problems.- Assist in keeping the pool desk and snack bar clean and orderly at all times.- Be familiar with JCC programs and activities in order to assist members with inquiries when appropriate.- Participate in regular in-service training sessions.- Perform miscellaneous job-related duties as assigned.	
REQUIRED QUALIFICATIONS <ul style="list-style-type: none">- Enthusiastic, energetic, and pleasant personality- Ability to multi-task- Computer and internet savvy- Reliable and have work schedule flexibility- Maintain a positive and courteous attitude at all times- Communicate clearly and effectively- Previous customer service or retail experience preferred- First Aid/CPR/AED certification preferred	
<p>This position description is not intended to be all-inclusive, but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.</p> <p>This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.</p>	