

Red Wing Public Schools Position Description

Pool Clerk / Monitor

General Information

Department: Community Education and Recreation
Unit: Hourly
Immediate Supervisor: Community Recreation Coordinator
Grade Placement: 2
FLSA Status: Non-Exempt

Position Summary

The Pool Clerk / Monitor maintains a clean, safe and welcoming environment.

Essential Duties and Responsibilities

1.	Provides customer service and engages in cooperative and gracious interaction with patrons and coworkers.
2.	Assists with crowd control in case of emergency and refers any problems to supervisor or the Aquatics Director.
3.	Performs duties with a high level of professionalism under the instruction of the supervisor, including reporting to shifts on time and dressing appropriately.
4.	Attends and takes an active part in any staff meetings, training sessions or clinics..
5.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: Less than a high school diploma

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: None

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Understanding of the emergency action plan.
- Basic use of a cash register, credit card machine and telephone, including the intercom system.
- Office etiquette and customer service principles.
- Department emergency action plan(s).

Essential Skills Required to Perform the Work

- Performing duties in accordance with directions and instructions.
- Performing duties in a accordance with established customer service practices.
- Follow department safety and health rules and procedures.
- Judgment in handling or responding to crowd control procedures and the application of emergency action plans.
- Maintaining confidentiality of facility information and data.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are performed in a pool setting and the nature of the work both clerical support activities and pool monitor duties that may require responding as required to emergencies/incidents.

Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

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