

# *Lansdale Borough Parks and Recreation*

## **Job Description: Front Desk Attendant**

### Job Description:

The Borough of Lansdale is seeking part-time seasonal Front Desk Attendants for White's Road Pool and Fourth Street Pool. The successful candidate will be responsible, reliable, customer focused and mature. If you possess these skills and are an enthusiastic and hard-working individual who wants to help families create fun and memorable experiences, we are interested in having you on our team.

### Key Responsibilities:

- Provide exemplary service to all guests and team members.
- Greet members and guests.
- Daily admission sales and answering phone calls.
- Responsible for the cleanliness of the facility and bathhouse.
- Prevent and respond to emergencies.
- Attend all in-service meetings as required.

### Qualifications:

- Must be at least 14 years of age.
- First Aid, CPR, and AED certified
- Knowledge of pool safety standards.
- Ability to work flexible hours, including weekends and holidays.
- Required background checks: PA Child Abuse History, PA Criminal History, and FBI Fingerprint.

### Working Conditions:

- Ability to work outdoors in various weather conditions.
- Physical capability to stand, walk, and lift objects (up to 50 lbs).
- Perform the following physical activities: kneeling, squatting, bend floor-to waist/waist-to-overhead, reach overhead, simple grasp and fine hand manipulation tasks (use of tools/keyboard/writing)
- Consistently practice safe work habits including the use of Personal Protection Equipment (PPE) and reporting unsafe situations
- Ability to successfully complete all legal, company and department training requirements within established timelines
- Perform cleaning duties, including use of cleaning chemicals

### Reports To

Pool Manager