

**CITY OF FAIRWAY  
POSITION DESCRIPTION**

**TITLE:** Snack Bar/Front Desk Attendant      **DEPARTMENT:** Pool/Parks  
**FSLA STATUS:** Non-exempt      **WORK WEEK:** As assigned

**JOB SUMMARY:**

This position performs all duties associated with snack bar operations on a daily basis as well as monitors the entrance of the pool facility, greeting patrons, fielding questions, accepting fees and answering incoming telephone calls. This position requires moderate decision making with frequent review and guidance. This position is responsible for maintaining accurate records of monies received, and number of patrons attending the pool facility on a daily basis. This position is responsible for the safe and proper handling of all food items as well as the accurate record of all monies received. This position reports to the Director/Manager on duty.

**DUTIES:**

**General**

- ◆ Responsible for maintaining the front desk and office area in a neat and orderly fashion.
- ◆ Responsible for greeting patrons, answering the pool business phone, and utilizing pool P.A. System in a professional and courteous manor.
- ◆ Responsible for operating cash register, giving receipts, making correct change, keeping a record of all monies received and a count of all pool patrons.
- ◆ Responsible for enforcing all pool admission rules and regulations.
- ◆ Prepare and serve food in a sanitary manner, washing hands before handling drinks and unwrapped foods.
- ◆ Handle all public concession sales.
- ◆ Responsible for inspecting concession products on a regular basis for inventory and freshness purposes; ability to report any problems promptly to Pool Manager/ Assistant Pool Manager.
- ◆ Responsible for taking money, operate cash register, making correct change, giving receipt when needed and keeping a record of all monies received.
- ◆ Keep non-authorized staff out of concession area.
- ◆ Keep concession stand and surrounding area clean and sanitized.
- ◆ Take trash to dumpster as needed.
- ◆ Responsible for collecting and disposing of all litter, in and around the pool/park area on a regular basis.
- ◆ Responsible for emptying and disinfecting all trash containers as needed.
- ◆ Responsible for hosing down pool decks when needed.
- ◆ Responsible for cleaning and stocking restrooms on a daily basis.
- ◆ Responsible for cleaning various areas of the pool facility including but not limited to the bath house, office, park and parking lot.

### **Miscellaneous**

- ◆ Wears proper uniform at all times.
- ◆ Reports to work regularly and promptly.
- ◆ Maintains cordial relations with public and sets example in general conduct for entire staff.
- ◆ Performs other duties as assigned.
- ◆ Uses safe work practices while on the job, including following proper and established procedure in the use of equipment and wearing appropriate and/or required safety and personal protective gear.

### **REQUIREMENTS:**

#### **Skills and Abilities**

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing.
- ◆ Ability to work independently and as part of a team.
- ◆ Ability to work with the public.
- ◆ Ability to recognize and avoid safety hazards and be able to respond to emergencies effectively.

#### **Physical**

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position.
- ◆ Must have body flexibility including multi-limb coordination.
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position.
- ◆ Must be able to speak and write adequately to perform essential functions.
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces.

#### **Mental**

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Must be able to concentrate, memorize and reason logically.
- ◆ Ability to respond to emergencies effectively, to changes effectively and to directives effectively.

#### **Educational and Miscellaneous**

- ◆ Must be 16 years of age or older.