

**TOWN OF BERLIN  
PARKS AND RECREATION DEPARTMENT  
JOB DESCRIPTION – SUMMER**

**POSITION:        Pool Attendant**

Supervisors:   Facility Manager  
                     Aquatics Director  
                     Superintendent of Recreation

**POSITION OBJECTIVES AND PRIMARY RESPONSIBILITIES:**

1. To record and tabulate number of admissions to the pool and money intake.
2. To maintain cleanliness of area around the entranceway.
3. To maintain order in the entrance and in the locker rooms.
4. To present a positive impression to the public as they enter the facility.

**DUTIES:**

1. Check passes or collect fees from patrons entering the facility.
2. Keep daily records of admissions to the pool and funds collected.
3. Enforce pool rules as necessary.
4. Assist persons entering the pools in a positive manner.
5. Clean and maintain the area around the entranceway to the pool, the entrance itself and the locker rooms.
6. Other duties as assigned.

**TRAINING AND EXPERIENCE:**

1. 16 years of age or older
2. Previous experience working with and dealing with the public preferred
3. Must complete blood borne pathogens training\*
4. Must complete Sexual Harassment training, as required by the Town\*

\*Department will provide training if hired