

**DERBY RECREATION COMMISSION
JOB DESCRIPTION**

Position Title: Guest Services **Department:** Aquatics
Reports To: Aquatic Director **Salary Range:** \$7.25-\$9.50/hour
Last Updated: January 2011

Position Summary: Perform tasks that compliment all areas within the facility

Qualifications: Good interpersonal skills to effectively work and communicate with co-workers, all age group guests, and general public. Some problem solving skills. Must be 17 years old. Should maintain certifications in CPR/PR and First Aide. Must be able to pass a criminal background check. Policy available under employment at www.derbyrec.com.

Essential Job Functions (listing most important first):

1. Assisting any guests in any manner required including administering first aid, providing information, and practicing public relations.
2. Observe and enforce all facility rules.
3. Assist with season pass check in.
4. Maintain two bathhouses, family changing room and outside restroom in a clean and orderly fashion that includes emptying trash receptacles and making certain toilet paper dispensers are full.
5. Hand out and keep tubes in orderly fashion at both tube corrals.
6. Emptying trash receptacles throughout the facility

Additional Functions:

1. Weeding of assigned areas.
2. Other duties as assigned by supervisor.

EDUCATION: None necessary.

EXPERIENCE: Some experience preferred. Any previous customer service experience a preferred.

PHYSICAL REQUIREMENTS: Functions may be performed in an environment that may cause exposure to sun substances such as chlorine. Need to have the ability to see and hear, sit stand, stoop, bend and walk about. Must possess an audible voice for communication and ability to lift light equipment.

Exempt/**Non Exempt** Full-Time/**Part-Time** Permanent/Temporary/**Seasonal**

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.