**Pool Manager Job Description**

**Job Summary:**

The Pool Manager is responsible for overseeing the Concession Stand and Lifeguards.

**Duties include, but are not limited to:**

* Scheduling Lifeguards.
* Selling Concessions and Pool Passes.
* Maintaining Concession and Admission Records.
* Working with City Hall regarding all aspects of the job.
* Ordering Swim Suits for Lifeguards.
* Overseeing Cleaning to make sure proper procedures are followed.
* Monitoring and turning in Time Cards Weekly on Saturdays.
* Reporting any maintenance issues to City Hall to be handled by the City Crew.
* Must have Strong Interpersonal skills to best serve the public.
* Responsible to determining opening and closing due to weather.
* Making Nightly Deposit to Depository Bank.

**Qualifications:**

* 18 years or older, Must be dependable and trustworthy. Must have Strong Interpersonal Skills to best serve the Public