**Job Description for La Rue Area Pool**

**Lifeguards**

1. Must be certified in lifesaving, CPR, and First Aid.
2. Work according to schedule established by manager.
3. Duties of lifeguards will include:
* Working in the concession Stand when determined by the manager.
* Office Attendant when determined by the manager.
* Maintenance and daily cleaning of the bath house and restrooms
* Yard Care - Mowing, trimming, picking up trash, and other duties as determined by manager.
* Wages - Beginning guard - $8.25 per hour and experienced guard - $.25 increase per returning year

**Manager / Assistant Manager**

Administrative manager to hire assistants, guards, and other employees to be approved by Council. All management personnel must be certified in CPR, First Aid, and current refresher course on lifesaving.

1. Maintenance and Operation
	* Normal period for operation of swimming pool to be Memorial Day weekend through the Sunday before school begins. Hours will be set by Council.
	* Notify assistant manager or appropriate people of his/her absences from job in excess of one day. Assistant manager will assume managers duties. A manager or assistant manager must be present at the pool during all hours of operation.
	* Submit list to Council of supplies needed for proper maintenance and operations.
	* Clerk / Treasurer to have jurisdiction of all keys to be made.
	* Manager and assistant manger salaries to be negotiated between Administrative Manager and others hired.
	* Management will work within the annual budget approve by the Council and follow proper procedure for deposits and expenditures. Purchase orders shall be obtained from the Clerk / Treasurer for all purchases. Deposits will be made daily either in person or through the night deposit box. Copies of deposits slips, invoices, etc shall be given to Clerk / Treasurer a minimum of once weekly.
	* Time sheet for all employees including management will be kept and turned into the Clerk / treasurer according to the established pay policy.
2. Employees
	* + Administrative Manager to determine number of employees to be approved by Council.
		+ Lifeguards to be certified.
		+ Council will determine hourly wage.
		+ All employees must adhere to pool rules.
		+ Termination of employees will be joint decision of Council and manager.
			- * Employee will be given two verbal warnings by manager, properly documented by manager. Council will be notified when employee is given second warning.
				* Upon third incident, proper documents will be presented to Council with a joint decision and appropriate action will be determined as to employee’s employment status.
		+ Administrative manager or representative must attend monthly Council meetings.
		+ Working attire must meet Council approval.
3. Park
	* Requested to help maintain neatness and general appearance of park. Village does have a maintenance person but he cannot be there all the time.
	* May reserve shelter houses and collect fees if approached by an interested party. Most are done through the Clerk. Fees to be determined by Council.
4. Pool
	* Order necessary chemicals and supplies as approved by Council.
	* Schedule hours for guards and other personnel.
	* Keep daily records of employee’s hours.
	* Report to Council concerning condition of pool and equipment throughout the season.
	* Record daily receipts and deposit same at Richwood bank daily.
	* Determine closing of pool in bad weather and reopening of pool if weather permits according to rules established by Council.
	* Obtain Council approval for hiring additional help.
	* Schedule and/or instruct swimming lessons for two week period.
	* Maintain and record Ph and chlorine levels of water for Marion County Health Department.
	* Learn and perform pool maintenance such as backwash, filling, and chlorine flow. Contact Village maintenance person for problems and/or repairs.
	* Responsible for neatness and general appearance of pool.
5. Concession Stand
	* Order necessary supplies for operation as approved by Council.
	* Concessions stand to be in operation when pool is open. Concession stand operation for other times at manager’s discretion.
	* Schedule hours of guards staffing stand if necessary.
	* Record daily receipts and deposit at Richwood bank daily.
	* Obtain approval for additional help.
	* Follow Marion County health Department guidelines and clean daily.

*Revised May2015*