

**BOROUGH OF KUTZTOWN
POSITION DESCRIPTION**

**POSITION TITLE: TICKET CLERK/SEASONAL
KUTZTOWN SWIMMING POOL**

REPORTS TO:

Borough Manager ultimately; Borough Superintendent primarily; and the Swimming Pool Manager tertiary, or the person assigned by the aforementioned personnel.

PURPOSE OF THE POSITION:

The primary function is to control entrance to the swimming pool and insure that all patrons have paid the proper fee for use of the pool. This is a position that will require additional duties to help operate the swimming pool and maintain the grounds and buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Control entrance to the pool.
2. Sell tickets and check season passes.
3. Operate paging system to relay personal messages and telephone calls to patrons and employees.
4. Monitor radio.
5. Insure that only pool staff has access to office and money repository area.
6. Maintain discipline in the bathhouse.
7. Clean and maintain bathhouse and grounds.
8. Responsible for money from pool admission ticket sales and keeping daily deposit receipts.
9. Be available for check-ins and checkouts.
10. Perform other work-related duties as assigned.

TO DO THIS KIND OF WORK, YOU MUST BE ABLE TO:

1. Meet and work with the following demands; conditions; skills; fundamental basics and relationships to data, people and techniques; and education, vocational preparation and/or experience requirements.

2. Perform basic arithmetic calculations such as adding, subtracting, multiplying and dividing of whole numbers, decimals and fractions.
3. Perform routine office/nonskilled clerical functions.

PHYSICAL DEMANDS:

1. Frequent lifting, carrying and dumping of trash containers into larger containers, supplies and pool equipment (up to 50 lbs. maximum).
2. Walking and standing for long durations, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing and seeing throughout the work day.
3. Safely operate and perform routine maintenance of lawn mowers and other grounds and pool equipment.

ENVIRONMENTAL CONDITIONS:

Over 80% of work will be outside.

LANGUAGE SKILLS:

1. Must have developed language skills to the point to be able to communicate well, read instructions, rules, etc.; be capable to look up unfamiliar words in dictionary for meaning, spelling and pronunciations; signal people to convey or exchange information.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE AND TECHNIQUES:

Data: Must be able to carry out prescribed action in relation to job orders, policies and procedures; keep accurate time and records; and be accountable and responsible for own work, as well as money.

People: Must be able to work alone and with co-workers, develop good working relationships with fellow employees of other departments, deal with the public in a respectable and courteous manner, and work in a safe and cooperative manner so as to protect him or herself, people working with him or her and also the general public.

Techniques: Good judgment required in selecting and using appropriate hand tools, objects, materials, stands and lifting techniques and general work practices.

TOTAL EDUCATION, VOCATIONAL PREPARATION AND/OR EXPERIENCE REQUIREMENTS:

1. If applicant does not possess a minimum high school G.E.D. or equivalent academic and/or vocational certification, then applicant must be enrolled in such a program.
2. Must be 16 year of age or older.

ADDITIONAL EMPLOYMENT CRITERIA:

If there are any questions of ability or future certification programs applicable to this position, the employee may be required to pass a written, oral and/or practical examination. Failure to comply with above-mentioned qualifications may result in the employee's termination.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not preclude them.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The individual employed by the Borough of Kutztown for this position is an "employee at will" and can be terminated from employment from the Borough at any time.

