

**NORTHAMPTON TOWNSHIP
PARK & RECREATION DEPARTMENT
JOB DESCRIPTION**

CLASS TITLE – Swim Club Facility Attendant

Part Time, Seasonal, Less than 40 hours per week

GENERAL DEFINITION

The employee will be in constant contact with the general public. Assignments are performed in accordance with instructions and established routines. Work is performed under the primary direction of the Swim Club Manager or Assistant Manager.

MAJOR DUTIES & RESPONSIBILITIES

- This individual is responsible for the cleaning and upkeep of the Swim Club poolhouse restrooms, locker rooms, meeting rooms and for maintaining a presentable appearance of the pool grounds and furniture
- Empty all trash and recycling receptacles inside and outside and take refuse to designated dumpsters
- Clean tabletops and countertops, chairs, all restroom partitions
- Clean and sanitize diaper changing station, all dispensers, toilet bowls in/out, sinks, counters, urinals and mirrors
- Check shower areas, keep curtains open, mop up puddles, sanitize handles and floor area following use
- Organize janitorial supplies
- Restock products such as paper towels, toilet paper, hand soap, trash liners, etc.
- Vacuum meeting room and lobby as needed
- Clean and sanitize all member and camp tables, benches, and chairs following each use
- Sweep and mop restroom and locker room floors following camp groups with disinfectant floor cleaner
- Daily set up and take down tents for camp area as needed
- Pick up any trash or lost and found items from grass, basketball court, volleyball court, patio & deck areas
- Skim baby pool, skim main pool, empty skimmer baskets into trash can, as directed
- Sanitize and disinfect all high contact surfaces as needed
- Set up/take down umbrellas for arriving/departing members. Re-set tables & chairs (4 per table)
- Report any vandalism or graffiti
- Fill water jugs and maintain cup supply, monitor throughout the day
- Respond quickly to emergency situations following Emergency Response Plan.
- Administer any first aid as needed or required.
- Attend all staff meetings and trainings.
- Perform other support duties as required.

**NORTHAMPTON TOWNSHIP
PARKS & RECREATION DEPARTMENT
JOB DESCRIPTION**

CLASS TITLE – Swim Club Facility Attendant (Continued)

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to establish and maintain effective work relationships with all swim club personnel and the public.
- Ability to understand and interpret written and oral instructions and requests.
- Ability to understand the public and their needs.
- Ability to make decisions and justify the decision if needed.
- Some knowledge of cleaning methods, sanitation requirements and practices for the facility.
- Current certification in First Aid/CPR/AED
- PA Child Abuse Clearance, PA Criminal Background check, FBI Fingerprinting and Recognizing and Reporting Child Abuse Training

PHYSICAL & MEDICAL STANDARDS

- Ability to meet approved minimal physical and medical standards. Moderate lifting is required.