

**MCR Property Management, Inc.**  
**Job Description**

**Job Title:** Pool Attendant  
**Reports To:** Property Manager  
**FLSA Status:** Non-exempt

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Summary:** Attends to the swimming pool and enforces pool rules and regulations by performing the following duties:

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Property Manager.

- Unlocks pool doors and entrances and locks everything back up at night
- Opens umbrellas and arranges patio furniture in the morning; closes umbrellas at night
- Washes down pool tables and chairs and disinfects pool deck and shower areas
- Cleans pool area bathrooms (if applicable) and ensures that there are adequate supplies (soap, toilet paper, paper towels)
- Empties pool skimmers; skims top debris from pool on a daily basis and as needed; vacuums pool
- Tests pool water, adjusts chlorine and pH levels, and records results in a log
- Sweeps pool deck and patio areas and keeps the grounds around the pool clean and free of debris and litter
- Empties ashtrays and pool trashcans
- Waters poolside flowers
- Checks for pool passes and maintains a resident usage log
- Ensures the safe operation of the pool by monitoring and enforcing all pool rules and regulations
- Promotes resident retention and goodwill through professional, courteous and respectful treatment of all residents using the pool area
- Reports any mechanical problems to the Property Manager
- Reports any disruptive behavior to the Property Manager
- Closes the pool as weather warrants
- Assists the Property Manager as instructed with other business needs

**Supervisory Responsibilities:** This job has no supervisory responsibilities

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to do the following:

- Stand / Sit
- Walk
- Use hands and fingers to handle and reach
- Squat, stoop, bend
- Speak, hear and see
- Must be able to occasionally lift and/or move up to 25 lbs. (i.e., pool vacuum cleaner, lounge chairs, poolside tables and umbrellas) and must occasionally lift and/or move up to 40 lbs. (i.e., buckets of pool chemicals).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly exposed to outside weather conditions.
- The employee is occasionally exposed to toxic chemicals (pool chemicals).
- The noise level in the work environment is usually moderate.

**Competencies/Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform the job successfully, an individual should demonstrate the following competencies:

- Swimming Skills: The pool attendant is NOT a lifeguard; however, he or she must be a competent swimmer.
- Attendance/Punctuality: Is consistently at work and on time.
- Customer Service and Interpersonal Communication: Contributes to building positive relationships with residents through professional, courteous and respectful demeanor.
- Quality and Quantity: Demonstrates accuracy and thoroughness and monitors own work to ensure quality. Also meets productivity standards and completes work in a timely manner. Observes safety and security procedures
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written and oral form.