



## **FRIENDS OF HOYT PARK & POOL 2020 TOSA POOL CREW JOB DESCRIPTION**

Seasonal part-time employment from May 4, 2020 - September 7, 2020. Hours include evenings, weekends and holidays. Hourly wage rate to reflect areas of responsibility, knowledge, skills, training and experience.

TOSA Pool Crew employees must enforce pool and organization policies, maintain a clean and orderly facility reflecting the high standards of the organization, and interact with the public using a positive attitude.

This position reports to the Admissions or Concessions Supervisors.

### **Specific Duties:**

1. Welcome pool patrons.
2. Collect admissions.
3. Monitor the restrooms and changing areas.
4. Assist with birthday parties and facility rentals.
5. Monitor sand play area.
6. Perform cash handling functions at TOSA Pool at Hoyt Park using touchscreen and keyboard equipment.
7. Perform other concessions work including operating foodservice equipment and preparing and serving food.
8. Perform manual tasks including routine cleaning and other duties as assigned.
9. Maintain a clean and neat appearance.
10. Maintain timely attendance.

### **Required Skills and Experience:**

1. Applicants must be 16 years of age by the date of employment.
2. 3 months experience in retail, food service, customer service, pool maintenance or other related volunteer or community service.
3. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.
4. Ability to provide excellent customer service to and communicate effectively with all patrons.

Additional position responsibilities in cash handling, water testing, employee scheduling, data processing (Microsoft Excel), supervisory responsibilities, and other responsibilities as assigned by management considered for wage rate.

**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.

1. The employee is regularly required to talk and hear.
2. The employee frequently is required to stand; walk; bend; squat; use hands to finger, handle or feel; and reach with hands and arms.
3. This position requires the ability to occasionally lift supplies and equipment, up to 25 pounds.

**APPLICATIONS:** Are available online at [friendsofhoypark.org](http://friendsofhoypark.org) beginning Monday, February 10, 2020. Applications will be accepted until 4:30 p.m. on Monday, March 2, 2020. Send completed application to FOHPP, 1800 N Swan Blvd, Wauwatosa, WI 53226 or via e-mail to [jobs@tosapool.com](mailto:jobs@tosapool.com)

**FRIENDS OF HOYT PARK & POOL IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE MINORITIES, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.**

**IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE FRIENDS OF HOYT PARK & POOL WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED FROM THE EXECUTIVE DIRECTOR OR DIRECTOR OF FINANCE AND ADMINISTRATION. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A SEPARATE FILE.**