

# Stroud Region Open Space and Recreation Commission

## Stroudsburg Pool Admission/Concession Staff

### Position Responsibilities

The Pool Admission/Concession Staff member is responsible for daily operations in the Stroudsburg Pool including customer service, sales, and inventory control. He/she is accountable to the Pool Manager and/or the Recreation Director.

#### Requirements

- Current PA Criminal Background and child Abuse Clearances (for staff and older)
- Current American Red Cross First Aid and CPR certifications

#### Competencies

- Thorough knowledge of Stroud Region Parks and Facilities Rules & Regulations and daily operations of pool admissions and concession.
- Experience with money management and customer services.
- Ability to deal effectively and courteously with the public.

#### Responsibilities

- As a representative of the Stroud Region Open Space and Recreation Commission, model professional, responsible, courteous, positive, and safe behavior at all times.
- Register and record all daily admission and/or concessions sales and supply inventory.
- Count and complete daily financial reports and bank deposits.
- Police and maintain an orderly and sanitary concession area.
- Stock admission and concession supplies and notify Manager when inventory is low.
- Remove trash and clean facilities including the pool deck, locker rooms, and skatepark.
- Store and post lost and found items.
- Register season pass-holders.
- Complete additional duties as assigned by supervisor