



TOWN OF LINCOLN

Middlesex County...Massachusetts

PARKS & RECREATION DEPARTMENT

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Town of Lincoln – Parks & Recreation Department

Codman Pool

Gate Staff

GENERAL DESCRIPTION

A Gate Staff employed with the Town of Lincoln Parks & Recreation Department is responsible for monitoring the entrance of those attending the Codman Pool. A Gate Staff's primary responsibility is to ensure that all persons entering the pool are allowed to be there and have paid the sufficient funds to enter. A Gate Staff's other responsibilities include the snack bar area, stocking the fridge, selling snacks, operating the register and general cleanliness and upkeep of the bathrooms and pool grounds.

SUPERVISION

This position comes under the direct supervision of the Pool Director of the Town of Lincoln Parks & Recreation Department or an individual assigned by the Pool Director. A Gate Staff is responsible for following and carrying out all of the workplace expectations and policies of the Lincoln Parks & Recreation Department. In general, Gate Staff does not supervise other Gate Staff or staff members.

RESPONSIBILITIES

- Enforce all facility rules, policies, and regulations especially pertaining to access and membership
- To notify the Pool Director, Parks & Recreation Director and Police Department of any accidents, rescues or problems that have arisen
- To keep the snack shack area organized and tidy
- To handle all transactions professionally and accurately
- To report to the Pool Director any equipment in need of repair
- To assist in cleaning and maintaining the pool and related areas and facilities
- To perform other duties assigned by the Pool Director

EXPECTATIONS

- Adhere to Lincoln Parks & Recreation Department expectations encompassing communication, working relations, job reliability, initiative, safety and supervision
- To serve as an ambassador of the Parks & Recreation Department and engage with the public in a respectful, professional and positive manner
- Present professional appearance and attitude at all time, while maintaining a high standard of customer service
- To answer inquiries pertaining to the use of the pool or direct questions to the Supervisor on duty
- Arrive on time for shifts or meetings & attend scheduled in-service trainings
- To maintain daily maintenance log
- Maintain a timesheet
- Ability to work in extreme heat/weather

QUALIFICATIONS

To be considered for a Gate Staff position, applicants must be at least 14 years old.

SKILLS

- Thorough knowledge of Codman Pool Rules and Regulations, hours of operation, registration/membership policies, check in procedures, snack options and pricing
- Effective communication skills and positive engagement with the public
- Effective decision making skills
- Ability to react calmly and effectively in emergency situations
- Mobility and the ability to sit, kneel, stand, stoop, communicate, reach and manipulate objects
- Ability to handle money efficiently and use a cash register

RATE OF PAY

15.00/hr