

Shore Aquatic and Community Center Facility Supervisor PT \$18 hr

NATURE OF WORK: The facility supervisor position performs a variety of duties to support the Shore Aquatic and Community Center. Responsibilities include but are not limited to providing excellent customer service to all customers, enforce all district policies and follow all established procedures. The facility supervisor role when management and coordinators are not on site. This position has the responsibility to perform different tasks during shifts depending on staffing and facility needs. Stay task oriented and not need micromanagement. Applicants must be able to see problems and provide solutions or work with other subordinates to come up with solutions for call outs, emergency issues etc. This role is responsible for supervision and possible be the setup, tear down and cleaning of rental spaces for birthday parties, community programs, recreation classes and other special events.

Duties & Responsibilities

- Supervise facility serving as point of contact for welcome desk, lifeguards during operational hours on Weekends, Mornings and Evenings.
- Sets up and takes down tables, chairs, and A/V equipment according to customer or requirements.
- Fills in as staff on deck/lifeguard and welcome desk staff member staff call out sick until a replacement can be found.
- Deals with customer complaints
- The employee is responsible for prioritizing problems or situations.
- Enforces established facility policies and procedures
- Performs light maintenance and janitorial duties before and after rentals including wet and dry floor care, dusting, cleaning tables and chairs, cleaning restrooms, removing trash.
- May open and/or close facility depending on scheduled.
- Shift Hours: 10-20 hours per week, mostly evenings early mornings and weekends depending on need.
- Reports serious issues to division coordinators depending on situation.

- Ability to interpret written or oral instructions and complete tasks by deadline.
- More duties/responsibilities will be assigned

Qualifications

- 18 years of age
- Graduated High School/GED
- Previous job experience in Customer service.
- Pass lifeguard course for continued employment

Physical Requirements

- The position requires supervisor to be able to sit for long periods of time or stand/walk for long periods of time.
- Lift or move up to 50lbs.
- This employee is subject to inside environmental conditions of the Aquatic and Community Center.

Job Specific Requirements

- Work mornings, evenings, weekends and holidays
- Supervise variety of staff in different ages and stages of life with grace and humor
- Use basic computer software such as Microsoft word and excel
- Use POS
- Speak in a clear and concise manner when speaking in person or over the phone with customers
- Punctual and reliable for set schedule.
- Must be able to pass the Lifeguard Course-supplied by SAC

Hourly rate of \$18.00 per hour + Shore Aquatic Center Family Membership