

**City of Dallas Center  
Job Description**

**Title:** Seasonal Pool Admissions  
**Department:** Swimming Pool  
**Facility and Work Area:** Dallas Center Lena Moser Swimming Pool  
**Position Reports To:** Swimming Pool Manager

**Job Description:**

Work the admissions desk in a courteous, responsible, and welcoming manner.

**Minimum Qualifications:**

Must be 15 years of age or older.

**Skills:**

Have good customer service and phone skills. Efficient handling and counting of cash. Good at multi-tasking.

**Responsibilities:**

Check season passes upon entry of the facility.  
Collect admission fees.  
Make correct change.  
Check cash each day before opening and closing.  
Maintain a clean working and sitting area surrounding the admissions desk.  
Answer incoming phone calls.  
Answer customer questions.  
Complete daily deposit log.  
Take deposit to City Hall each day if 18 or older.  
Let Manager/Assistant Manager know when deposit is ready to go to City Hall if under 18 years of age.  
Keep track of capacity limits.  
Enforce all general pool rules.  
Complete additional duties as assigned by the Manager.

**Reports To:**

Pool Manager or Assistant Manager on duty. All pool employees are employed by the City of Dallas Center.

**Work Attire:**

Do not wear t-shirts or other clothing that may be offensive to others.

The City of Dallas Center retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual. Equal Opportunity Employer.