

## **SHANNONDALE-MAHOGANY SWIM CLUB**

### **JOB DESCRIPTION – GATE GUARD**

Revised February 2021

OBJECTIVE – To manage the front gate at the Shannondale-Mahogany Swim Club.

#### **Essential Job Functions**

- Gate Guards check member pool pins by color, year and number. Must be able to recognize a current pool pin and validate if necessary.
- The pool is an outdoor pool and Gate Guards are outdoors while on duty. Must be able to constantly work in outdoor weather conditions. May be exposed to treated pool water.
- Gate Guards are responsible for setting up and putting away the concessions including the refrigerator for drinks. Must be able to move concessions and refrigerator from storage or return them to storage. (\*unlikely in 2021 season due to Covid-19\*)
- Must be able to handle cash and calculate change precisely and accurately.
- Must be able to balance cash drawer.
- Must keep detailed and accurate records when checking Members in/out, especially with regard to policies required in order to operate during Covid-19.
- The person in this position frequently communicates with swimmers and may witness an emergency situation. Must be able to exchange accurate information in these situations.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

#### **Primary Job Functions**

- Arrive on time for scheduled work, meetings, training, etc.
- Morning shift, get the gate station organized and prepared for the day, including concession items.
- Closing shift, putting all the gate station items away, counting and balancing cash drawer, restocking concessions as necessary and for next business day.
- Keep an accurate headcount of people in pool area dressed in bathing suits, and monitor to maximum capacity number. Put up “Closed Due to Capacity” sign if approaching capacity limit.
- At times of capacity, work with Pool Manager to manage wait list as to how many people are able to enter as other members leave.
- Notify Pool Manager when inventory of necessary supplies and snack items are low.
- Hand out membership packets to members as needed.

- Keep the front gate area clear of debris and trash, keep clean and sanitized at all times as advised by State of Michigan and CDC with regard to Covid-19.
- Collect guest pass information and fees when needed and distribute the appropriate wristband. (\*unlikely in 2021 season due to Covid-19).
- Obey and enforce all pool rules; remembering to be courteous, firm and consistent, including enforcing all health and safety guidelines as required by State of Michigan and CDC with regard to Covid-19.
- Must wear provided pool uniform.
- Any employee under the influence of alcohol, drugs, or illegal substance, fighting or stealing at work, will be immediately dismissed for Gross Misconduct.
- Any need for time off must be requested in writing to the Pool Manager in advance of the work schedule being posted. Any time off needed after the schedule is posted, the employee is responsible for finding shift coverage. The Pool Manager must approve any schedule changes in advance. Failure to report for a scheduled work shift could be considered Gross Misconduct and could result in dismissal.
- Gate Guards report to Pool Manager.