



RECREATION AND FITNESS RESOURCES JOB DESCRIPTION

POSITION TITLE: Assistant Facilities Manager
SUPERVISOR: Executive Director

POSITION SUMMARY

The Assistant Facilities Manager is responsible for the cleanliness of the facility as well as safe and efficient operations of the Bayfield Recreation Center on Saturday's and Sundays,. Testing and routine maintenance for pool and hot tub, cover breaks for front desk and Lifeguards as needed. Set-up and take down of events and rental groups. They are expected to facilitate a safe and positive environment while providing excellent customer service, including and especially in the pool.

QUALIFICATIONS

- Current American Red Cross Lifeguard certification (1 Year)
- Current American Red Cross CPR/AED/FA for Professional Rescuer
- The ability to work cooperatively with the public and employees in promoting good public relations and a safe, positive environment.
- Ability to supervise activities of other people, give directions, and enforce RFR policies.
- The ability to sit, stand, and walk around frequently and lift up to 25 pounds. Must be able to perform physical ability requirements according to Lifeguard certification standards. Reasonable accommodations may be made to enable individuals to perform essential functions.
- Certified Pool Operator certification

DUTIES AND RESPONSIBILITIES

- Clean, stock and supply designated facility areas (mopping, vacuuming, dusting, locker room, restroom cleaning, pool deck, offices, etc.)
- Carry out heavy cleaning tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- Along with the Lifeguard on duty, ensure water safety.
- Provide excellent customer service at the front desk.
- Handle all customer interactions in person and over the phone, including leaving quality message for other staff as necessary.
- Complete daily tasks at the desk including facility use totals, checking for expired memberships, completing daily finance sheets, and other assigned tasks.



- Perform daily facility checks including recording pool and hot tub controller readings, testing pool and hot tub chemicals daily, replacing CO2 tanks as needed.
- Document and report incidents, injuries, complaints, broken equipment, etc as necessary in accordance with RFR policies and procedures.
- Abide by and uphold all RFR policies and procedures.
- Provide a safe and fun environment.
- Maintain a high level of professionalism and a positive attitude.
- Maintain safe swimming conditions in the pool, hot tub, sauna, on the deck and surrounding areas.
- Prevent accidents by scanning assigned zone from bottom to top.
- Enforce health and safety rules in the Bayfield Rec Center in accordance with all city, county, state, and federal laws and regulations in cooperation with the Rec Center Manager.
- Respond to emergency situations in accordance with RFR policies and procedures.
- Check pool and rescue equipment and promptly report and problems.
- Set up and put away equipment for open swim and lap swim.
- Assist in operating Aquatics Facility in accordance with all city, county, state, and federal laws and regulations.

COMPENSATION

- Hourly wage depending on experience and performance, starting at \$16/hr
- Individual membership to the Bayfield Area Recreation Center (can be upgraded to a family membership by paying \$16/month)
- Full-Time, Wednesday to Sunday Afternoons and Evenings