



## TALBOT DHC LLC

### Pool Attendant Job Description

Employee Name: \_\_\_\_\_

Job Title: POOL ATTENDANT  
Reports To: Property Manager or Service Manager  
FLSA Status: Non-Exempt  
Employee Type: Seasonal  
Work Location: Middleboro, MA

**JOB SUMMARY:** The Pool Attendant is responsible for the upkeep of the pool.

**SCOPE OF DUTIES:** The purpose of this job description is to communicate the responsibilities and duties associated with the position. It should also be noted that some responsibilities and duties may not be specifically addressed. Talbot DHC LLC emphasizes a team approach and fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. Also, since it is Talbot DHC LLC's philosophy to promote from within whenever possible, we recommend an ongoing effort to familiarize yourself with the duties and responsibilities of those positions directly above and around your own. This position description does not constitute an employment contract between Talbot DHC LLC and any site employee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel.

- To adhere to regular attendance on the job.
- Ensure the safety of persons using the swimming pool.
- Attend and participate in regular monthly safety meetings.
- To adhere to all Talbot DHC LLC safety policies and procedures.
- Perform such other work-related duties as may be assigned by the Company.
- To follow schedule prepared by Property Manager or Service Manager.
- Perform duties assigned by the Property Manager or Service Manager.
- As a minimum, complete the following tasks each day:

#### ***Swimming Pool Opening Procedure***

1. Vacuum/brush pool.
2. Backwash filter daily.
3. Clean restrooms, including toilets, showers, floors and sinks.
4. Clean deck, towels, cigarette butts, paper, etc.
5. Every two hours check restrooms, clean up or pick up as necessary.
6. Pick up any litter.

#### ***Swimming Pool Closing Procedures***

1. Be sure everyone has left the pool area.
2. Lock gate
3. Check restrooms.
4. Any immediate cleaning should be accomplished at this time.
5. Pick up any towels, etc., lying around the pool
6. Vacuum pool.
7. Check pump and backwash filter.



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***Swimming Pool Procedures – Backwash Filter and Vacuum***

To Backwash Filter:

1. Shut off pump.
2. Move selector handle to backwash.
3. Turn on pump.
4. While pool is backwashing, water should be added from fill spout until you achieve a depth of half-way up the tile.

To Vacuum:

1. Open vacuum line.
2. Close skimmer line.
3. Put vacuum head with hose attached in pool.
4. Fill hose with water.
5. Encircle the vacuum hose and put on wall.
6. When complete, reverse the process, first opening skimmer, then closing vacuum.  
Vacuum should be done prior to backwashing the filter equipment.

***SUPERVISORY RESPONSIBILITIES:*** This job has no supervisory responsibilities.

***QUALIFICATIONS:*** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***EDUCATION AND/OR EXPERIENCE:*** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combinations of education and experience.

***LANGUAGE SKILLS:*** Ability to read a limited number of two and three syllable words and basic numbers. Ability to speak simple sentences.

***MATHEMATICAL SKILLS:*** Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

***REASONING ABILITY:*** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

***PHYSICAL DEMANDS:*** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that I have received a copy of this job description and it is my responsibility to read and understand it. If I have any questions about this job description or my job duties at any time during my employment, I understand that I should ask my supervisor or manager.

I also acknowledge and understand that this Job Description does not constitute an express or implied employment contract of any kind with respect to any of its provisions. I further understand that nothing in this Job Description is intended to bind the Company contractually, and I may not rely on any provision in the Job Description as limiting the Company’s discretion or ability to discipline or discharge me. Finally, I understand and acknowledge that my employment is terminable at will so that both the Company and I remain free to choose to end our work relationship.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

Talbot Woods Apartments  
Middleboro, MA

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Manager

Original:      Personnel File

cc:              Employee