



Job title: Recreation Attendant

Number of openings: 5

Location: Lake House

Duration of job: Seasonal

Starting date: End of May/June

Days worked: 2-5- days

Weekend work: As scheduled

Supervisor: Social Activities Manager

Pay Rate: \$16-\$20/hr.

Benefits – Holiday Bonus, 401k plan, Educational Scholarship, Dining and Retail discounts, and use of Golf and Lake amenities.

Responsible for greeting and assisting members/guests, handling phone calls, assisting with recreational & social events, and ensuring pool, locker room, fitness center and all other recreational areas are safe, clean and in order.

Detailed job description, including responsibilities, work performed, tools or equipment used, etc.:

- Answer the phone promptly and transfer calls as necessary
- Provide information to Members/guests regarding upcoming events, equipment, and directions
- Greet and direct Members and guests by name when appropriate
- Verify that Members and guests have signed in to use the facilities
- Perform daily housekeeping around the pool and in workout room & locker rooms, as well all other recreational amenities, including wiping down chairs and equipment and cleaning pool decks
- Ensure orderliness throughout the day by picking up towels, realigning furniture and clearing food trays and trash
- Assist Members/guests with the operation of exercise room equipment
- Ensure locker room is organized, neat, clean, and stocked throughout the day
- Launder and fold pool/locker room towels as needed throughout the day
- Maintain cleanliness and safety of sport courts, playground, bocce court, and all other recreational areas
- Assist with member recreational events & social activities, including our Independence Day & Labor Day parties

Physical Requirements:

- Sitting or standing at the reception desk; walking around the facility; some bending and lifting required

Minimum skills, experience, education, and ability required for this job:

- Customer service oriented; positive, outgoing, and professional attitude
- Must be able to effectively communicate in English with members, guests, and management
- CPR/First Aid Certification recommended

Miscellaneous information:

- This is a non-exempt position