

POOL FACILITY MANAGER (This is a NO LIFEGUARD Facility)

The Pool Facility Manager is Primarily Responsible for the Following:

- Prepare Pool Facility for yearly County Inspection
- Oversee Spring opening and Fall closing/winterizing of the pool facility
- Enforce all policies, rules, regulations and ordinances governing the conduct of patrons using the pool
- Close the pool in the event of inclement weather or emergency.
- Create weekly schedules for pool attendants
- Supervise all Pool Attendants (during their scheduled shifts)
- Approve and designate shift changes for pool attendants to assure adequate coverage at all times
- Monitor and track pool staff timecards and submit to Village Clerk/HR at the end of the pay periods.
- Ensure preparation of cash reports and daily deposits.
- Supervise and assist in cleaning duties and pool maintenance duties
- Ensure completion of daily records and reports concerning the pool, including but not limited to staff timesheets, accident report, and maintenance records
- Act as liaison between pool attendants and the Village Clerk/HR
- Make weekly report to Village Clerk/HR on operational matters such as staffing levels, damage to equipment, or other facility issues.
- Contact Pool Cleaning Company (Southern Pines Pools-Danny Jackson, CPO) for problems with pool water quality/clarity, hazardous material spills and pool pump room issues.
- Serve as ambassador for Foxfire Village Pool and engage with the public in a respectful, professional, and positive manner
- Requisition all needed supplies and chemicals through the Village Clerk
- Regular attendance at the pool is an essential function of this position
- Perform other duties as required

Minimum Qualifications

- Must be at least 18 years of age
- Valid Driver's License
- Must be able to Swim
- Have knowledge of safe work practices, and the ability to comprehend and follow oral and written instructions.
- Ability to perform cash handling duties and accurately report calculations
- Must have reliable transportation

Work schedule:

Varies; Ability to work as scheduled from mid May through Labor Day