JOB DESCRIPTION

Position Title: __Splash Pad Employee__
Reports To: Splash Pad Manager or Co-Manager
Group/Department: Park and Pool
Work Location: Roseville Park 10 Maple Street

Position Summary:
The Splash Pad Employee is responsible for the efficient, accurate, and safe operations of the splash pad.

Job Dimensions:
The Splash Pad Employee reports directly to the Splash Pad Manager or Co-Manager. They are responsible for collecting revenue and maintaining a clean and safe environment for adults and children.

Nature and Scope:
The Splash Pad Employee is responsible for opening, operating, and closing the splash pad for the public to utilize during set hours. This is a part-time, seasonal position that will range in number of work hours per week. Candidate must have a flexible schedule and be able to work evenings and weekends.

Principal Duties and Responsibilities:
1.   Opening and closing the facility on time, with little to no supervision.
2.   Collecting and processing various forms of payment, such as entry fee, concession stand sales, and party rental fees.
3.   Stocking the concession stand area with drinks and snacks.
4.   Operate a cash register and make accurate change.
5.   Prepare deposits for daily balancing and inventory checks.
6.   Perform CPR or first aid, as necessary. Must be certified in CPR and first aid, prior to hiring.
7.   Interact with adults and children in a professional manner.
8.   Enforce rules and regulations set by Village Council.
9.   Clean all areas of the splash pad, including but not limited to, all restrooms, concession areas, concreate areas within the splash pad, tables, and chairs.
10.   Mow and weed inside the splash pad area.
11.   Check, administer, and record chemical testing to assure levels are within the State of Ohio and Perry County Health Department's required levels.
12.   Backwash and clean equipment so that it performs efficiently.
13.   Understand how to use and maintain the equipment required to operate splash pad efficiently.
14.   Making continuous improvements to the splash pad process to increase efficiency.
15.   Serving customers who have a large variety of complaints and are sometimes difficult.
16.   Being patient and work through problems to find solutions.
17.   Handle increased counter traffic and telephone calls while attempting to maintain an exceptional level of safety and customer service during peak hours.

Other Requirements:
1.   Knowledge of office equipment such as calculators, cash registers, and online calendars.
2.   Maintain a working knowledge of the Village of Roseville department rules and regulations to respond to customer inquiries.
3.   Provide excellent customer service.
4.   Exhibit math, organizational, and problem-solving skills.

Minimum Qualifications:
1. First aid and CPR certifications.
2. Minimum of 16 years of age.

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's rights to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shirt, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americas with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

While this position description generally contains the duties and responsibilities for the part-time position, I understand that there may be additional duties to the position that are not listed. My (employee) signature below signifies that I have reviewed the and understand the contents of my position description.

_____   _____   _____
Employee's Printed Name   Employee's Signature   Date