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## Pool Manager and Assistant Manager(s)

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### Qualifications:

1. Must be at least 18 years of age.
2. Hold Red Cross Lifeguard Training Certification or equivalent, CPR Certification, plus WSI desired.
3. Be available to work 5-6 days per week including Saturday and Sunday.

### Responsible To:

1. Parks and Recreation Committee Chairman
2. Honesdale Borough Secretary
3. Director of Public Works

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### Preparation (before coming to staff orientation):

1. The position is one of leadership, through group leadership.
2. Master the manual of operations, including knowledge of all policies and procedures.
3. Maintain an attitude of committed maturity and strive to be a positive example to staff and the public.
4. Strive to be sensitive to the particular needs of staff, being constructive in discipline, helpful in critique, and enthusiastic in compliments.

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### General Responsibilities:

Managers are responsible and accountable for the general operation and appearance of the pool and facility. The manager and assistant manager responsibilities include the following:

**Scheduling:** Managers will coordinate with their staff to create a schedule to staff all the budgeted operating hours and tasks required to run and maintain the pool and facility. The Managers must create the schedule. The entire staff must initial the schedule and everyone must receive a copy. The schedule is a 2-week schedule to be completed and posted at least one week prior to the start date of the schedule. Managers and assistant managers are expected to be scheduled 25-30 hours per week at the facility. The managers as well as the entire staff must be willing to work holidays, weekends and nights.

**Daily Tasks:** Managers are responsible to assign the daily tasks and are accountable for their daily completion in a timely fashion. Managers will complete and sign a daily checklist confirming that the opening, closing, and daily cleaning procedures satisfactorily performed and identifying which staff performed the requirement. Managers are not above performing the tasks/cleaning themselves and should assume that they will be cleaning the bathrooms, deck furniture, pool tiles, emptying the trash, vacuuming the pool, etc. It is ultimately the Managers' responsibility that the facility is always clean and meets all safety standards. The manager will report daily receipts to the Borough Office.

**Meetings:** Managers are required to hold periodic meetings with their staff to insure the harmony, competency, and safety of their staff. All employees will be paid for these meetings. Managers will also be required to attend paid staff meetings to report on and receive feedback on the performance and customer satisfaction of the staff.

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**Specific Responsibilities:**

1. With the assistance of other lifeguards oversee daily maintenance of pool, backwash, deck, sweep, vacuum, balance, etc., and keep daily records of chemical tests.
2. Conduct pool chemical needs inventory and order what is needed.
3. Inventory all aquatic equipment, see that it is in good repair, clean and available for use.
4. Make sure that an adequate number of lifeguards are on duty at all times when pool is open.
5. Responsible for the security of pool.
6. Assist in training of lifeguards in the area of aquatics and perform periodic in-house evaluations.
7. Perform or direct grounds keeping tasks around the pool area.
8. Report special needs to Director of Public Works and/or Maintenance Persons or Borough Office.
9. Perform other appropriate tasks as assigned by the Parks and Recreation Committee Chairman.
10. Purchase supplies and submit purchase orders to the Borough Secretary weekly.
11. Conduct oneself in a professional manner.
12. Promote and stimulate good relationships with the public and staff.
13. Supervise pool staff and operations on a daily basis.
14. Eliminate or minimize hazardous situations while observing and enforcing all rules and regulations.
15. Maintain a clean, safe, and sanitary facility.
16. Greet patrons entering and exiting the facility.
17. Attend all in-service trainings and managerial meetings as scheduled.
18. Communicate daily with the Borough Secretary regarding pool operations and revenue collections.
19. Prepare cash report and deposit revenue daily.
20. Evaluate pool staff, mid and post season.
21. Perform related duties as assigned.
22. Have reliable transportation
23. Complete all State and/or Federal reporting requirements by deadlines.
24. Submit time sheets at the specified time as required to meet payroll deadlines.

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**Acceptance of Responsibilities:**

**(Circle One)**

I have read the job description above and can perform the job duties **without** any reasonable accommodation.

I have read the job description above and can perform the job duties **with** reasonable accommodation. **Please specify.**

Signature of Applicant/ Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Witness:**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Employment Application

*Please fill out completely. Type in your information or handprint using a black or blue pen.*

## Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Work phone number

Cell phone number

E-mail address

Driver's license number/state/expiration *(if job involves any driving)*

## Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

## Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 10):

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Last Name, First Initial:

Today's Date:

# Employment Application

## Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving (or wanting to leave if currently employed)				
	What value did you add to this company or its customers?				
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2.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
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[PLEASE CONTINUE ON NEXT PAGE]

# Employment Application

## Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
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	.....				
4.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
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# Employment Application

## Employment History

5.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
	.....				
	.....				
6.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
	.....				
	.....				

[PLEASE CONTINUE ON NEXT PAGE]

# Employment Application

## Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

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List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

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Identify what skills or certifications you possess related to this position:

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If hired, what value would you bring to our company?

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Describe what you believe are the most unique features of your work history:

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# Employment Application

## Additional Information

Have you ever been employed with this company before?  Yes  No  
If Yes, when? .....

Do you have any friends or relatives employed by this company?  Yes  No  
If Yes, please provide their names and relationship to you: .....

Are you currently employed?  Yes  No  
May we contact your employer?  Yes  No  
Are you currently on "lay off" status and subject to recall?  Yes  No

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?  Yes  No

Do you or will you in the future require sponsorship for employment visa status (e.g. H-1B visa status)?  Yes  No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"  Yes  No  N/A

If hired, do you have a reliable means of transportation to and from work?  Yes  No

If hired, would you be able to travel or work overtime or weekends as needed?  Yes  No



**INSTRUCTIONS FOR ANSWERING APPLICATION QUESTION ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS**

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for convictions for which the criminal record has been expunged or sealed by the court or, misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Furthermore, please note that no applicant will be denied employment solely on the grounds that they have been charged, committed, or convicted of (or pleaded guilty or no contest in) a criminal offense, or solely on an affirmative answer. The nature, date, surrounding circumstances and relevance of the offense to the position(s) applied for will be considered. A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question. If you are applying for a position with our company in the following states, please read the instructions which follow below before responding.

Have you ever, under your name or another name, been convicted off (or pleaded no contest to) a felony or misdemeanor?  Yes  No

Have you ever, under your name or another name, been convicted of a crime, which resulted in your being in prison and/or jail and released from prison and/or jail or paroled?  Yes  No

If yes to either question above, please fully explain when, where and of what you were convicted and the result of the case(s). \_\_\_\_\_

Are you currently under arrest, or released on bond on your own recognizance, pending trial for a criminal offense?  Yes  No

If yes, state the nature of the crime charged, and when and where the trial is pending. \_\_\_\_\_

# Employment Application

## REFERENCES:

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
<hr/>		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
<hr/>		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

## Additional Space

Additional space provided to expand on any points or questions asked previously in this application


***PLEASE USE ADDITIONAL PAPER IF NECESSARY***

# Employment Application

*Please read each statement closely and initial each acknowledging your understanding*

## **Equal Employment Opportunity Statement**

\_\_\_\_\_ This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

## **Discrimination and Sexual Harassment Policy Statement**

\_\_\_\_\_ This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

## **Disclosure to Applicants Concerning Drug/Alcohol Testing**

\_\_\_\_\_ If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

## **Medical History Questionnaire**

\_\_\_\_\_ I herewith affirm that the employer has an offer of employment to me, conditioned on the satisfactory completion of this questionnaire, and, if necessary, at the sole discretion of the employer, a medical examination.

The purpose of this inquiry is to determine whether I currently have the physical or mental qualifications necessary to perform the job that has been offered; whether and what accommodations may be necessary; and whether I can perform the job without posing a direct threat to the health or safety of myself or others; and for the purposes and reasons as stated in the attached questionnaire.

This information will be kept confidential in a separate medical file, apart from my personnel file. I herewith affirm that the questions found in the attached medical questionnaire have not be asked of me by anyone with the employer until after I have signed a separate document and have been offered a job.

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

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Witness: \_\_\_\_\_

**Complete and Accurate Information**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment**

\_\_\_\_\_ I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

**Testing Authorization**

\_\_\_\_\_ If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

**Investigation Authorization**

\_\_\_\_\_ I authorize investigation into all statements and references contained in this application. Said investigation may include interviews with past employers, workers and friends. Said investigation may include credit, driving, criminal background, references and other background checks. As a condition of applying for this job, I authorize reasonable post-hire investigations into my credit, driving and criminal background.

**Company Obligation**

\_\_\_\_\_ I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

MY ANSWERS HAVE BEEN TRUE AND ACCURATE PURSUANT TO THE PENALTY OF PERJURY UNDER THE LAWS OF THIS STATE. I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



