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## FRONT DESK ATTENDANT (SEASONAL)

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### Position Overview

The Borough of Quakertown is seeking part-time seasonal Front Desk Attendants for Quakertown Community Pool. The successful candidate will be responsible, reliable, customer-focused and mature. If you possess these skills and are an enthusiastic and hard-working individual who wants to help families create fun and memorable experiences, we would love to have you on our team.

### Responsibilities

- Provide exemplary service to all guests and team members.
- Greet members and guests.
- Daily admission sales and answering phone calls.
- Responsible for the cleanliness of the facility and bathhouse.
- Attend all in-service meetings as required.
- Contribute to the overall appearance of the facility by helping with light plant care (such as watering or basic tidying) in the pool area and entrance.

### Requirements

- Must be at least 16 years of age.
- Knowledge of pool safety standards.
- Ability to work flexible hours, including weekends and holidays.
- Required background checks: PA Child Abuse History, PA Criminal History, and FBI Fingerprint.

### Working Conditions

- Ability to work outdoors in various weather conditions.
- Physical capability to stand, walk, and lift objects (up to 50 lbs).
- Perform the following physical activities: kneeling, squatting, bend floor-to waist/waist-to-overhead, reach overhead, simple grasp and fine hand manipulation tasks (use of tools/keyboard/writing)
- Consistently practice safe work habits including the use of Personal Protection Equipment (PPE) and reporting unsafe situations
- Ability to successfully complete all legal, company and department training requirements within established timelines
- Perform cleaning duties, including use of cleaning chemicals



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## Job Location

This position is located at Quakertown Community Pool, located at 601 W. Mill Street, Quakertown.

## To Apply

Submit your application, resume and cover letter to [parksrec@quakertown.org](mailto:parksrec@quakertown.org). Applications are reviewed on a rolling basis. The position is open until filled.

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Employee Signature Date

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Director of Parks and Recreation Signature Date

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Borough Manager Date