



Poets Cove Resort & Spa

Job Description

Position: Pool Attendant

Department: Activities

Reports To: Activities Supervisor

Job Description:

The Pool Attendant is responsible for maintaining a safe, clean environment around the pool area for our guests to enjoy. In keeping with the high standard of service at the resort, the pool attendant will have exceptional service skills and be willing and able to assist guests with directions and questions about Poets Cove and Pender Island.

Duties and Responsibilities;

- Daily testing of pools (a number of times during each day) and maintenance of chemical levels to industry recommended levels
- Maintaining appropriate pool log records
- Ensuring that pool temperatures are kept at advisable and safe levels
- Pool Maintenance including vacuuming, testing, cleaning filters, etc.
- Keeping track of and advising the Activities Coordinator prior to running out of pool chemicals
- Conducting Cleaning Tasks
 - o Cleaning of the pool deck areas, washrooms, showers, laundry room and adjacent areas to the pools
 - o Paper products and soap dispensers must be kept full
 - o Maintaining cleaning logs for shower and washroom facilities
- Ensuring that all vending machines in washrooms and laundry are appropriately stocked and stock levels are kept on hand
- Maintenance and storage of pool toys
- Reporting to the Activities Supervisor anything out of the ordinary
- Ensuring that non-overnight guests pay for pool entry
- Ensuring a safe and fun environment
- Handing out and tracking guest towels

Job Requirements:

- Experience with Windows based software
- Experience with Cash Handling
- BCRPA Pool Certification
- First Aid Level One
- Lifeguard an asset but not required