

**City of Syracuse**  
**Job Description**

**Office**

**Qualifications:** Must be 15 years of age, certified in CPR.

**General Function:** Oversee all office duties.

**Staff Responsibilities:** The office manager will report to the pool manager.

**Duties:**

1. Concessions – Office manager will be in charge of all concessions; selling, stocking, ordering, inventory.
2. Passes – In charge of all sign ups for family, individual, 10 day passes, and daily passes.
3. Daily sign in sheet – Preparing and making sure all patrons mark their correct number.
4. Lessons – In charge of all sign ups for lessons – group and private.
5. Phone – Answering and directing the calls to which they need to go to over the public address system. Phone calls should be limited.
6. Basket check.
7. Radio – Keeping modest radio channels tuned in and the volume at an adequate level.
8. Public Address Announcements – Call breaks, opening, closing, and any other announcements.
9. Money – In charge of tabulating all monies for the day.
10. Office cleaning – Keeping all supplies and towels in their correct place.
11. Emergencies – Calls the rescue unit in emergencies.
12. CPR – The office manager will be certified in CPR.
13. Screen public for proper dress, smoking, and loitering.
14. Create a pleasant atmosphere when greeting the public.
15. Assist lifeguards in daily cleaning duties.