

Woodridge Swim Club Job Description

OFFICE PERSONNEL

Main Duties

1. Confirm and check in members using MemberSplash system
2. Collect money, cash, checks and credit cards, from guests and keep records of receipts in the daily log
3. Maintain a consistent cash drawer with the ability to easily make change for guests
4. Distribute playground equipment at your discretion
5. Promptly answer the club phone calls in a professional and courteous manner and take messages when needed
6. Make PA announcements regarding incoming calls for members, daily announcements, upcoming events, pool closings and other matters the general membership needs to know
7. Provide Pavilion and Facility rental information by offering the Request Form QR code and referring to the availability calendar in the office.

Daily Routine

1. Arrive at least 10 minutes prior to the beginning of the shift
2. Assist in any opening duties that the management needs completed
3. Ensure the cash drawer is correct and has an adequate amount available
4. Prepare paperwork for the day
5. Water the flower beds in front of the clubhouse
6. Sweep office floor
7. Clean trophy case glass
8. Remove trash from the office
9. Maintain a clean and organized work space
10. Communicate important information with the anyone working the shift following yours or with the manager on duty
11. Perform any additional tasks as directed by the manager on duty

General Rules

1. Anyone entering Woodridge Swim Club must be a fully paid member or a paid guest attending with a member. The member must be present at all times when the guest is on property. See guest fees form for current pricing.
2. Only WSC employees may enter the office, do not allow anyone else into the office area
3. Loitering around the office area is not permitted, kindly ask those individuals to take their conversations away from the clubhouse.
4. The Pavilion and Facility Rental Calendar is for sharing necessary information between management and staff. Writing on this calendar is not permitted, any changes should only be made by the manager.
5. Request assistance from the manager of duty as needed.