



JOB DESCRIPTION

DATE: May 31, 2023

HOTEL: Battle House

JOB TITLE: POOL ATTENDANT

DEPT: SPA

JOB CODE:

DEPT. #:

WAGE CODE: \$10/hour

SCHEDULE: 7am-3pm or 3pm-11pm

IMMEDIATE SUPERVISOR: SPA SUPERVISOR

PURPOSE

To maintain at all times the level of standards set forth for the overall appearance and organization of the locker rooms, lounges, quiet rooms as well as the common areas within the spa and pool areas.

ESSENTIAL FUNCTIONS

1. To understand and demonstrate the absolute demand for immaculate cleanliness.
2. To escort and welcome clients into the locker room.
3. To assign client a locker for duration of their spa treatments.
4. To provide all necessary amenities to client to ensure the enjoyment of their spa experience.
5. To communicate amenities available for use during their stay.
6. To maintain clean and stocked; restrooms, showers, vanities, steam rooms, quiet rooms and lounge areas.
7. To assist therapists as needed in the performance of services.
8. To monitor guest to insure that they receive their scheduled services.

9. To report problems with appointments to the Supervisor.
10. To stock and replenish beverages, fruit and snacks in the lounge and quiet room areas.
11. To promptly dispose of dirty linens according to the systems established and ensure that fresh linens are folded properly and stocked according to SOPs.
12. To stage lounge, quiet room and locker room with appropriate amenities, i.e. cool washcloths by steam room.
13. To work a schedule as defined and overtime as required. Regular and prompt attendance is required.
14. To maintain a neat and professional appearance at all times.
15. To perform other duties as requested.

PHYSICAL REQUIREMENTS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to; stand, walk, use hands, reach, speak and listen. The employee frequently is required to stoop, kneel, crouch or crawl. The employee upon occasion maybe asked to; climb or balance as well as taste or smell food products. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds. Specific vision requirements need for this position are; up-close, distance, color as well as use of peripheral and depth perception.

NOTICE: The hotel business functions seven days a week, 24 hours a day. All associates must realize this fact and be aware that at any time it may be necessary to move an associate from their accustomed shift as business demands. In addition, you understand that business demands the amount of hours you work, and that some weeks you may be scheduled less than 40 hours.

I HAVE READ AND RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THAT ANY VIOLATION OF THE STATED RESPONSIBILITIES AND DUTIES IS GROUNDS FOR DISCIPLINARY ACTIONS.

Signature Date Associate