

## **South Davis Recreation District**

550 N 200 W, Bountiful Utah 84010

(801)298-6220

POSITION: Ribbon Manager/Night Manager      EFFECTIVE DATE:

WAGE RANGE:      \$13.00 - \$17.00

### **GENERAL PURPOSE:**

Perform a variety of **general administrative and first-line supervisory duties**. Working toward the goal of ensuring safe, and orderly operations of the Recreation Center in the absence of the executive staff. Shift hours are Monday – Friday 4:00am – 7:00am/ 5:30pm – Close. Saturday and Sundays hours vary.

### **SUPERVISION RECEIVED:**

Work under the general supervision of the Administrative Directors and under the direct supervision of the Recreation Director.

### **SUPERVISION EXERCISED:**

Provides close general to immediate supervision to all part-time staff, i.e., lifeguards, cashiers, water aerobics instructors, fitness supervisors, floor aerobics instructors, gym supervisors, skate monitors, volunteers or community service persons, etc., during a scheduled shift.

### **EXAMPLE of DUTIES:**

1. Performs as supervisor; observes patron activities; enforces rules, disciplines or ejects patrons for rule infractions; ensures compliance of policies and procedures by all other staff members working the assigned shift; serves as customer service representative; ensures that patrons needs are met in a friendly and professional manner; conducts facility tours for the public.
2. Reviews daily schedule of events and is aware of regularly scheduled classes, special events, rentals, etc., during scheduled shift.
3. Assists as Front Desk Clerk as needed; take fees, sells memberships, gives change and assures the security of revenues in accordance to facilities cash handling policies; monitors patrons to prevent theft and/or facility abuse; receive and respond to customer complaints in a manner to ensure optimal customer satisfaction.
4. Performs first aid as needed to assist individuals suffering injuries; completes accident and injury reports.
5. Maintains constant alertness and awareness of patron activities to minimize exposure to or threat of incident or accident.

6. Directs and performs general upkeep and custodial duties; cleans facility floors, mops, sweeps, vacuums, polishes, etc., as needed. Is responsible to wipe down and clean all exercising machines daily.
7. Performs opening and closing procedures; assures all systems are functioning properly, secures doors and other accesses; assures shift duties are completed, including proper accounting of revenues.
8. Assures shifts are properly staffed; monitors staff performance and makes executive staff aware of any problems that could affect employment status
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS:**

#### 1. Education and Experience:

- A. Graduation from high school and at least 25 years of age.

#### 2. Essential Functions, Knowledge, Skills, and Abilities:

**Working knowledge** of the rules and regulations of a variety of aquatics and recreational activities; basic mathematics related to cashiering and changing money; personal computer operations and various program applications such as Microsoft Word, Excel, etc.; water safety practices; rules and guidelines; general principles of supervision.

**Ability to** establish and maintain effective working relationships with employees, coworkers, supervisors, young people, and the public; ability to communicate effectively, verbally and in writing; demonstrate good judgment and decision making.

#### 3. Special Qualifications:

Must be able to obtain American Red Cross First Aid and CPR certifications within 60 days of hire and be able to maintain certification.

#### 4. Work Environment:

Incumbent of the position performs in a climate controlled environment. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, lifting, sitting, reaching, talking, hearing and seeing. Occasional exposure to hazardous work conditions such as noise, fumes, heights, slippery surfaces, etc. Common eye, hand and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem-solving.