



KAHLOTUS SCHOOL DISTRICT
100 West Martin Street
Kahlotus, WA 99335

Job Description
POOL MANAGER
JUNE - AUGUST

POSITION TITLE: Pool Manager
LOCATION: Kahlotus School District
DATE POSTED: May 5, 2025

SUMMARY: Duties involve all swimming pool operations, including first aid, rotations, scheduling staff, and janitorial duties. Limited pool maintenance is required including daily water analysis/testing, chemical application, pool cleaning, cleaning of bathrooms, and all other duties as necessary or assigned. Applicant must be capable of working with the public and possess leadership abilities.

MINIMUM JOB REQUIREMENTS:

Must be at least 19 years old at time of application, have current First Aid (including CPR and AED) Certification prior to opening of pool (pool will open June 1st). Lifeguard Certification preferred. Background checks will be scheduled after applicants are selected.

DUTIES AND RESPONSIBILITIES:

- Swimming Pool staff is responsible for the safety of patrons in and around pool.
- Maintain discipline at the swimming pool facility and supervise all staff, enforce staff policies and rules
- Provide first aid and other basic emergency assistance to swimmers; respond to any situation or accident as trained and in a professional manner.
- Enforce Pool rules and regulations to staff and public; document and report all disciplinary problems and accidents to the District Office.
- Maintain positive public relations at the swimming pool
- Prepare all work schedules for employees
- Maintain staff rotations and staff breaks
- Report hours, days and time worked for all employees
- Track pool attendance
- Receipt money and reconcile petty-cash box daily, using proper cash handling procedures
- Deliver reconciled cash to the District Office every Monday, prior to opening
- Maintain a clean facility including, but not limited to, cleaning of pool, pool area, bathrooms and pool house daily before opening, as well as other maintenance duties as they are needed.

- Insure proper operating condition of all equipment
- Inform district maintenance when supplies are needed and if equipment needs repaired
- Water analysis, chemical management and application
- Check all gates and doors at closing time
- Other duties as deemed necessary or as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Ability to react calmly and effectively in emergencies.

Knowledge of CPR and emergency medical procedures.

Ability to prepare routine administrative paperwork.

Ability to give routine verbal and written instructions.

Knowledge of customer service standards and procedures.

Ability to read and understand labels and directions on chemicals.

WORKING CONDITIONS/ENVIRONMENT

Exposure to temperature changes and climatic conditions: dust, wind, heat, humidity; in addition to: noise, chemicals, electrical equipment (pool vacuum), moving equipment (i.e. pool cover-handler).

EMPLOYMENT

Up to 8 hours per day with a 30-minute lunch.

Approximately June 1 through the end of August.

Rate of Pay depends on experience. Range \$15.50-\$23.50.

HOW TO APPLY

Please send resume and letter of interest to: Kahlotus School District P.O. Box 69, Kahlotus, WA 99335 or email Dr. Andie Webb, Superintendent at andie.webb@kahlotusd.org.

Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.