

**Pool Supervisor**  
Valparaiso Country Club

**Job Overview**

The pool supervisor is responsible for enforcing policies and procedures, ensuring efficient and effective operations of the pool including scheduling and training new hires. This employee should have excellent communication and organizational skills. This is a supervisory position requiring weekend and holiday work.

**Responsibilities and Duties**

- Initiates and participates in the hiring process; ensures all staff receive and maintain all required certifications and paperwork; assist in employee training and conducts regular meetings with the staff
- Limited pool maintenance including chemical testing and pool cleaning
- Directs and oversees general upkeep and custodial duties at the pool and snack barn
- Completes appropriate snack barn orders; performs inventory on a regular basis; receives orders and ensures they are properly stored to Health Department standards
- Perform other related duties as required

**Qualifications**

- Preferably obtaining a degree in business or hospitality field
- Prefer applicant to be 21 years of age
- Ability to work during all business hours (including holidays, events, & weekends), must maintain less than 39 hours a week
- American Red Cross certifications in Community First Aid & Safety, CPR for the professional rescuer, and AED within 30 days of hire
- Must have working knowledge of Word, Excel, and Point of Sale Software
- Obtain food safety manager certification within 30 days of hire