

REPORTS TO: Clubhouse Manager

SUPERVISES: All Lifeguard and Swim Coach Staff

REQUIREMENTS: Must have Lifeguard Certification & CPR Certification

BASIC FUNCTION:

The Pool Manager is responsible for the day-to-day operation of all pool and beach functions to ensure that all operations are of the finest and safest quality and featuring exemplary service. The Aquatics Director will be accountable for the preparation of all reports concerning pool activities and purchases. Audits and analyzes all lifeguard readiness. Ensures proper preparation and processing of all billing. Oversee proper planning and execution of swim team practices and meets.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Supervises staff including assistant pool manager, swimming instructors and lifeguards.
2. Formulates weekly work schedules and rotation schedules for all pool employees in a fiscally responsible manner.
3. Conducts regular staff meetings to ensure all pool staff is up to date on all matters pertaining to Biltmore Country Club.
4. Maintains proper chemical levels and records of the pool. Coordinates with Maintenance Department for any additional assistance needed.
5. Maintains accurate payroll records of pool personnel.
6. Ensures all members and their guests are signed in at the entrance and administers appropriate billing for all guests.
7. Ensures proper charges for clinics and lessons are accurate and are coordinated with the Accounting Department on a daily basis.
8. Provided necessary orientation and complete training for all pool staff.
9. Enforces club rules of safety and conduct.
10. Coordinates with the Clubhouse Manager for all social functions involving the pool and beach facilities.

11. Maintains strict maintenance and housekeeping programs for entire pool operation.
12. Observes safety and security regulations to protect the membership, employees, club assets, and liabilities.
13. Manages the process in which all water instruction is communicated to the membership, performed and administered.
14. Represents the Club in activities as required.
15. Maintains and keeps all necessary records concerning pool attendance, pool chemicals, accident reports, problem-member reports, lifeguard and instructor schedules.
16. Develops and maintains first class pool safety programs.
17. Keeps the Clubhouse Manager informed of all significant, or potentially significant operating matters and problem areas.
18. Hires, trains and performs performance reviews for all pool staff.

Please send emails to dkarst@biltmore-cc.com