



## JOB DESCRIPTION

|                         |                              |
|-------------------------|------------------------------|
| <b>Job Title</b>        | Pool Attendant               |
| <b>Management Level</b> | Level 11                     |
| <b>Department</b>       | Gymkhana & Sports Department |
| <b>Reporting To</b>     | Sports Supervisor            |
| <b>Direct Reports</b>   | None                         |

### Overall Purpose:

To maintain the cleanliness, safety, orderliness and readiness of the Club swimming pool and surrounding pool facilities, while providing courteous assistance to members and guests and supporting the effective operation of the pool in accordance with established Club procedures, health, safety and hygiene standards.

### Key Responsibilities

#### 1) Swimming Pool Cleanliness and Readiness.

- Undertake routine cleaning and preparation of the swimming pool and designated poolside areas.
- Remove leaves, debris and other contaminants from the pool and surrounding areas.
- Ensure the pool and related facilities are clean, orderly and ready for authorized use.

#### 2) Poolside Safety and Order.

- Monitor the pool area for unsafe conditions, inappropriate conduct and other hazards.
- Ensure pool users observe established safety and pool-use requirements.
- Promptly report unsafe conditions and non-compliance to the supervisor.

#### 3) Water Quality and Pool Condition Monitoring.

- Assist with routine monitoring of pool water condition in accordance with established procedures.
- Report abnormal colour, odour, contamination or other water-quality concerns to the supervisor.
- Maintain appropriate poolside conditions and report issues that may affect the safe use of the pool.

#### 4) Pool Equipment and Facility Care.

- Use pool-cleaning tools and equipment properly.
- Maintain poolside furniture, equipment and designated facilities in appropriate condition.
- Clean and care for assigned pool equipment and related facilities.

#### 5) Member and Guest Assistance.

- Provide courteous and appropriate assistance to members and guests using the pool and related facilities.
- Provide routine information on pool-use procedures, hygiene requirements and applicable Club rules.
- Direct enquiries or matters outside the scope of the role to the appropriate supervisor.



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### 6) Poolside Hygiene and Sanitation.

- Maintain appropriate hygiene and sanitation standards in poolside and designated related facilities.
- Ensure poolside furniture and facilities are maintained in a hygienic condition.
- Use prescribed personal protective equipment and cleaning materials appropriately.

### 7) Pool Equipment Set-up and Storage.

- Arrange pool equipment, furniture and recreational items for use.
- Assist in setting up the pool area for authorized activities.
- Clean and safely store equipment, furniture and recreational items after use.

### 8) Safety, Emergency and Incident Response.

- Support established emergency and incident-response procedures within the limits of the position's training and authority.
- Immediately report accidents, injuries, contamination incidents, hazards and other emergencies.
- Comply with prescribed pool safety, occupational health and emergency procedures.

### 9) Resource Utilization and Stock Control.

- Use cleaning materials, pool supplies and other resources responsibly and economically.
- Monitor assigned pool supplies and report shortages or replenishment requirements.
- Maintain appropriate care and control of resources issued for pool operations.

### 10) Defect and Maintenance Reporting.

- Inspect assigned pool areas, equipment and facilities for visible defects or damage.
- Report defects affecting pool infrastructure, drainage, lighting, changing facilities, pool furniture, cleaning equipment and other related assets.
- Maintain appropriate records or checklists relating to reported defects and assigned activities.

### 11) Swimming Activities and Event Support.

- Assist in preparing the pool area and equipment for swimming lessons, training sessions, competitions and other authorized activities.
- Support the orderly preparation and restoration of pool facilities following activities and events.
- Work cooperatively with other Gymkhana & Sports staff and relevant Club departments in supporting scheduled activities.
- Perform any other related duties assigned by the supervisor.

## Key Measures of Performance

| Key Result Area                             | Key Performance Indicator                                                                                                       |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Swimming Pool Cleanliness and Readiness     | Pool and designated surrounding areas maintained in a clean, orderly and ready-for-use condition.                               |
| Poolside Safety and Order                   | Poolside maintained in an orderly and safe condition, with hazards and non-compliance identified and reported promptly.         |
| Water Quality and Pool Condition Monitoring | Water-quality concerns and abnormal pool conditions identified and reported promptly in accordance with established procedures. |



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|                                         |                                                                                                                         |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Pool Equipment and Facility Care        | Pool equipment, furniture and related facilities maintained in clean, serviceable and appropriate condition.            |
| Member and Guest Assistance             | Courteous, responsive and professional assistance provided to members and guests.                                       |
| Poolside Hygiene and Sanitation         | Required hygiene and sanitation standards maintained across designated poolside and related facilities.                 |
| Pool Equipment Set-up and Storage       | Pool equipment and activity areas prepared appropriately and equipment safely stored after use.                         |
| Safety, Emergency and Incident Response | Compliance with established safety and emergency procedures and prompt reporting of incidents and emergencies.          |
| Resource Utilization and Stock Control  | Pool supplies and other assigned resources used responsibly, with shortages identified and reported in a timely manner. |
| Defect and Maintenance Reporting        | Pool, facility and equipment defects identified and reported promptly.                                                  |
| Swimming Activities and Event Support   | Pool facilities and equipment prepared effectively for scheduled swimming activities and events.                        |

#### Minimum Qualifications & Experience

| Requirement             | Minimum Requirement                                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Qualification  | KCSE or equivalent qualification                                                                                                             |
| Technical Training      | Basic training in pool operations, lifesaving, first aid, swimming-pool maintenance or related areas will be an advantage.                   |
| Professional Membership | Not required                                                                                                                                 |
| Pool Operations         | Basic knowledge of swimming pool operations, cleanliness and facility-readiness requirements                                                 |
| Pool Hygiene            | Basic knowledge of poolside hygiene, sanitation and appropriate conduct                                                                      |
| Water Quality           | Basic awareness of pool water quality requirements and the importance of reporting abnormalities                                             |
| Safety                  | Basic knowledge of swimming pool safety and emergency procedures                                                                             |
| Equipment               | Basic knowledge of safe use and care of pool-cleaning tools and recreational equipment                                                       |
| Customer Service        | Basic knowledge of courteous interaction with members and guests                                                                             |
| Health & Safety         | Basic knowledge of occupational health and safety requirements and use of PPE                                                                |
| Experience              | 1–2 years' of relevant experience in swimming-pool operations, recreation, sports facilities, hospitality, leisure or a related environment. |

#### Key Relationships

| Internal       |                                                                    |
|----------------|--------------------------------------------------------------------|
| Contact        | Nature of Interaction                                              |
| Gym Supervisor | Reporting, daily task direction, operational guidance and feedback |



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|                                                     |                                                                                            |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------|
| Assistant Officer, Gymkhana & Sports                | Coordination of pool operations and escalation of operational issues                       |
| Assistant Manager, Gymkhana & Sports                | Coordination of activities and provision of operational information                        |
| Manager, Gymkhana & Sports                          | Provision of operational information and support on departmental activities                |
| Other Gymkhana & Sports Staff                       | Coordination of activities, facilities and shared operational requirements                 |
| Facilities and Maintenance                          | Reporting and follow-up of pool, equipment and facility maintenance issues                 |
| Housekeeping                                        | Coordination of cleaning, hygiene and related facility requirements                        |
| Security                                            | Coordination on pool access, safety, security and incidents                                |
| First Aid / Health and Safety Personnel             | Coordination on health, safety, first aid and emergency matters                            |
| Member Services and Other Relevant Club Departments | Coordination on member-related matters, facility access and other operational requirements |

#### External

| Contact                                        | Nature of Interaction                                                                          |
|------------------------------------------------|------------------------------------------------------------------------------------------------|
| Club Members                                   | Providing pool-use assistance, routine information and customer service                        |
| Guests and Visitors                            | Providing pool-use assistance, routine information and customer service                        |
| Swimming Instructors and Coaches               | Supporting swimming activities, training sessions and use of pool facilities                   |
| Swimming Competition / Event Officials         | Supporting preparation and coordination of pool facilities and equipment for authorized events |
| External Pool Maintenance or Service Providers | Providing information and reporting pool or equipment issues as directed by the supervisor     |

#### Agreed and accepted by:

|                                  |                   |
|----------------------------------|-------------------|
|                                  |                   |
| <b>Job Holder Signature</b>      | _____ Date: _____ |
| <b>Line Manager Signature</b>    | _____ Date: _____ |
| <b>HR Manager Signature</b>      | _____ Date: _____ |
| <b>General Manager Signature</b> | _____ Date: _____ |