



**FLORHAM PARK MUNICIPAL POOL 2019  
EMPLOYEMENT APPLICATION**

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE: \_\_\_\_\_

POSITION: Lifeguard \_\_\_\_\_ Snack Shack Attendant \_\_\_\_\_

Are you available for the complete operation season?  YES  NO  
*Memorial Day weekend through Labor Day weekend.*

If no, time frame when you would not be available \_\_\_\_\_

Please check the following valid certifications that you hold:

LGT \_\_\_\_\_ CPR \_\_\_\_\_  
(Please provide copies of unexpired certifications with application)  
**Must hold certification prior to employment.**

WSI \_\_\_\_\_ EMT \_\_\_\_\_  
(Please provide copies of unexpired certifications with application)

Have you ever worked at a pool, camp, or any recreational facility?  YES  NO  
If yes, where: \_\_\_\_\_

Name of School/College you are now attending: \_\_\_\_\_

Health/Medical Conditions or Allergies: \_\_\_\_\_

If you are less than 18 years of age, working papers must be submitted once a job offer is made. You will be required to attend a pre-season orientation and skill evaluation as a condition of employment. The Borough of Florham Park is an Equal Employment Opportunity municipality.

# **FLORHAM PARK MUNICIPAL POOL LIFEGUARD POSITION DISCRIPTION**

## **LIFEGUARDS:**

- Must be dressed in proper staff attire.
- Observes bathers on assigned sections of bathing areas according to the rotation set by the Manager or designee.
- Rescue bathers using proper rescue equipment and techniques.
- Administer proper artificial respiration, resuscitation, and first aid treatment prior to the arrival of emergency medical staff.
- Administer basic first aid in non-emergency situations.
- Inform bathers of restrictions within the bathing area.
- Maintain rescue equipment in preparation for immediate response.
- Enforce all established rules and regulations.
- Keep the pool deck area clean and free from hazards. Keep locker room areas clean and free from hazards.
- Follow appropriate reporting procedures for accidents and incidents.
- Act as a gate attendant.
- Monitor playground and complex areas as directed.
- Assist with swim lessons.
- Be available for special events, which at times may be prior to or after regular schedule pool operational hours
- Perform other duties as assigned by Management or designee.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of water rescue methods and techniques.
- Knowledge of and ability to administer first aid and life resuscitation (CPR) techniques.
- Knowledge of the surveillance methods used to recognize and prevent injuries in bathing area
- Knowledge of water rescue equipment and the ability to maintain such equipment.
- Ability to enforce swimming regulations.
- Ability to swim in accordance with certification standards.
- Ability to remain calm during water-rescue operations.
- Ability to positively interact with the general public.
- Must be able to remain alert with no lapses of consciousness for long periods of time.
- Must be able to sit for extended periods of time, including in an elevated chair.
- Must be able to project voice for long distances.
- Must be able to hear and recognize noises and distress signals in the pool environment.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Must be able to follow direction.
- Ability to work in outside weather conditions which will include exposure to heat, sun, cold, wet or humid conditions for long periods of time.
- Ability to establish and maintain effective, positive working relationships with co-workers, supervisors, officials, and the public, etc.

## **LIFE GUARDS**

### **Special Requirements:**

**Must be able to work weekends and holidays**

**Certificate: Required to be certified as a life guard**

- Must be at least 14 years of age.
- Will be required to attend a pre-season orientation as a condition of employment.
- Will be required to attend staff meetings during the season as scheduled by the Pool Manager or designee as a condition of continual employment.
- May be required to pass a sex-offender background check if over the age of 18.

**Must be able to work weekends and holidays**

**Must be able to work rotating shifts**

**Must have completed and provide documentation of Lifeguard Certification and CPR**

I have reviewed the attached position description and understand the obligations and responsibilities required of the position by me during the time of employment. I also understand there is a required preseason orientation and that the pool season runs from Memorial Day weekend through Labor Day weekend.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return with employment application***

# **Florham Park Municipal Pool**

## **Snack Shack Attendant Position Description**

Snack Shack Attendants are responsible for operating Snack Shack. Individuals will be trained in food preparation as well as preparing the Snack Shack for day to day operation.

Minimum applicant age is 14 years old.

Applicants under 18 years old will require working papers once a job offer is made.

Prior to working, applicants will need to take an on line food handler course and provide a certificate of completion. [www.servsafe.com](http://www.servsafe.com) and the cost is \$15.00. A food handler certificate is good for two (2) years.

**Must be able to work weekends and holidays.**

### **Position Responsibilities:**

#### **Works under supervision of the Pool Manager and Assistant Managers**

- Provide great customer service by interacting with pool members and guests in a pleasant and professional manner
- Maintain safe working conditions and sanitary work area
- Accurately maintain cash register operations at all times
- Must work well with other Snack Shack employees
- Stock and maintain supplies
- Clean picnic tables and empty trash containers
- Clean and empty trash containers by snack shack
- Works a rotating scheduled as assigned by the Pool Manager or Assistant Managers

### **Basic Requirements:**

- Basic working knowledge of food and beverages a plus
- Basic math ability to accurately count and handle money
- Ability to follow directions and effectively perform all daily tasks
- Positive attitude and neat appearance

## **SNACK SHACK ATTENDANT**

### **Special Requirements:**

**Must be able to work weekends and holidays**

**Required to have food handlers Certificate**

- Must be at least 14 years of age.
- Will be required to attend a pre-season orientation as a condition of employment.
- Will be required to attend staff meetings during the season as scheduled by the Pool Manager or designee as a condition of continual employment.
- May be required to pass a sex-offender background check if over the age of 18.

**Must be able to work weekends and holidays**

**Must be able to work rotating shifts**

**Must have completed and provide documentation for the food handlers course**

I have reviewed the attached position description and understand the obligations and responsibilities required of the position by me during the time of employment. I also understand there is a required preseason orientation and that the pool season runs from Memorial Day weekend through Labor Day weekend.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return with employment application***

**LIFE GUARD AND SNACK SHACK ATTENDENT**

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

**Licensing &/or Certifications:**

- Must hold current Lifeguard, CPR and First Aid certification recognized by the State of New Jersey Department of Health & Senior Services for life guards.

Must hold food handlers certificate for snack shack attendants

**Experience:**

- At least one year of experience is recommended, but not required.

**References:**

1. \_\_\_\_\_  
(Name) (Address) (Phone)
2. \_\_\_\_\_  
(Name) (Address) (Phone)
3. \_\_\_\_\_  
(Name) (Address) (Phone)

**Special Requirements:**

- Must be at least 16 years of age for pool employment, 14 years of age for snack shop.
- Will be required to attend a pre-season orientation as a condition of employment.
- Will be required to attend staff meetings during the season as scheduled by the Pool Manager or designee as a condition of continual employment.
- May be required to pass a sex-offender background check if over the age of 18.

I have reviewed the attached position description and understand the obligations and responsibilities required of the position by me during the time of employment. I also understand there is a required preseason orientation and skills meeting and that the pool season runs from Memorial Day weekend through Labor Day weekend.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return with employment application***