



## Employee Requisition Form

**Position to Be Filled:** Pool Attendant

**Purpose:** Provide exemplary customer service to the Guests of the Tachi Palace Casino Resort by ensuring the pool and surrounding areas are clean, neat, dry, and well stocked with supplies and amenities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs guest service functions, including, but not limited to welcoming guest to pool are, handing out and collecting towels as well as other supplies.
- Attending to guest requests.
- Routinely cleans and organizes public areas of the pool, including surrounding areas, restocking supplies and amenities as needed.
- Ensures the maintenance of an adequate inventory of supplies necessary to effectively perform job responsibilities; informs supervisors when supplies are low; prepares and submits purchase requests as needed.
- Inventories pool storage areas and maintains written records for inventory control purposes.
- Routinely inspects inventory, noting defective and/or unusable materials, and recommending dispensation to supervisor.
- Routinely inspects pool and surrounding areas, identifying cleaning needs, potential safety hazards, problems and maintenance or repair needs, and notifies the appropriate individual(s) for proper resolution.
- Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- CPR and basic First Aid certification preferred but not required.
- Any other duties as assigned.

**Reports To:** Retail & Spa Supervisor  
**Approximate Hours:** Part-Time  
**Filling Deadline:** Open Until Filled

