



CITY OF *Sumter*  
SOUTH CAROLINA

**VACANT POSITION**  
**Guest Services (Seasonal)**  
**Aquatics Center**

**Job Purpose:** Under limited supervision, responsible for admissions and concessions operations, telephone, cashier, customer assistance, cleaning and maintaining facility.

- Open/close register & refill inventory.
- Straighten admissions and concessions areas. Check inventory regularly for refilling.
- Run the POS system to serve customers in concessions and admissions areas.
- Schedule and maintain swim lessons and birthday rentals.
- Empty trash cans in admissions and concessions regularly as they fill.
- Check parking lot and pool deck for trash with broom and dustpan on regular hourly walkabouts.
- Check all restrooms for trash or debris (on the hour), sweep/clean as needed.
- Works a variety of shifts, as needed to include days, nights, weekends and/or holidays.

**Internal Operations:**

- Answers telephone and walk-in inquiries from the general public regarding programs, events, admissions, concessions, or other questions regarding the Aquatics Center.
- Cash Register – Sell and maintain receipt of payments and all financial process for admissions, concessions, birthday rentals, and merchandise.
- Take phone messages for facility as needed.
- Maintains a clean and orderly Aquatics Center (pool, pool deck, restrooms, and concession area).
- Complete daily reports, i.e. calls received, and financial reports for admissions and concessions.
- Performs exceptional service to internal and external customers.

**Minimum Qualifications:**

- Must be 15 years old or older.
- Ability to complete training for Certification in American Red Cross Lifeguarding, CPR/AED, blood borne pathogens, and Standard First Aid.
- Ability to complete training for Certification in either Water Safety Instructor (WSI) or Basic Swim Instructor.
- Good judgement and a commitment to safety.
- Must be customer service orientated and have the ability to work and interact with people from diverse backgrounds.
- Good written and verbal communication skills.
- Valid South Carolina driver's license or ID.

Deadline to Apply: **Open until filled**  
Apply online at [www.sumtersc.gov](http://www.sumtersc.gov) or  
mail resume with cover letter along with application to:  
City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.