South Davis Recreation Center
550 North 200 West
Bountiful, UT 84010
(801) 298-6220

POSITION: Opening Manager on Duty
STARTING PAY: $16 +$2 weekend shift differential
EFFECTIVE DATE: 11/2026
STATUS: Part-Time

How To Apply: In person with an application or fill out an application online.

Deadline To Apply: Open until filled

GENERAL PURPOSE:

Perform a variety of **general administrative and first-line supervisory duties.** Works toward the goal of ensuring safe, and orderly operations of the Recreation Center in the absence of the executive staff. Working hours are Monday – Friday 4 AM to 9 AM, but shifts will vary depending on staffing and events.

SUPERVISION RECEIVED:

Work under the general supervision of all executive staff but under the direct supervision of the Customer Service Manager.

SUPERVISION EXERCISED:

Provides close general to immediate supervision to all part-time staff, i.e., lifeguards, cashiers, water aerobics instructors, fitness supervisors, floor aerobics instructors, gym supervisors, skate monitors, volunteers or community service persons, etc., during a scheduled shift.

EXAMPLE of DUTIES:

1. Performs as supervisor; observes patron activities; enforces rules, disciplines or ejects patrons for rule infractions; ensures compliance of policies and procedures by all other staff members working their assigned shift; serves as a customer service representative; resolve any issues of conflict between patrons and/or staff; ensures that patrons needs are greeted in a friendly and professional manner; conducts facility tours for the public.

2. Reviews daily schedule of events and is aware of regularly scheduled classes, special events, rentals, etc., during scheduled shift. Assists with various tasks for classes, events, rentals, and regular daily operations. Check rooms regularly each day and during rentals; ensure all tables, chairs and other room items are accounted for.

3. Performs as a Front Desk Cashier; takes fees, sells memberships, gives change and assures security of monies in accordance with facility cash handling policies; monitors patrons to prevent theft and/or facility abuse; receive and respond to customer complaints in a manner ensuring optimal customer satisfaction.

4. Maintains constant alertness and awareness of patron activities to minimize exposure to or threat of

incident or accident. Remove or fix any issues that are discovered before any issue with staff or patrons.

5. Directs and performs general upkeep and custodial duties; cleans facility floors, mops, sweeps, vacuums, polishes, outside snow removal, sanitizes, cleans windows, etc., as needed.

6. Performs opening procedures; assures all systems are functioning properly, secures doors and other accesses; assures shift duties are completed, including proper accounting of revenues.

7. Performs first aid as needed to assist individuals suffering injuries; completes accident and injury reports. Gives a morning report to Maintenance Supervisor, Executive Director or other relief.

8. Assures shifts are properly staffed; makes necessary calls to staff who are late or absent; monitors staff performance; makes department heads aware of any problems that could affect employment status.

9. Performs related duties as required.

MINIMUM QUALIFICATIONS:

- Education and Experience: Graduation from high school, or equivalent
- At least 18 years of age
- Must be able to obtain American Red Cross First Aid and CPR certifications within 60 days of hire and be able to maintain certification during employment

ESSENTIAL FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the rules and regulations of a variety of aquatics and recreational activities; basic mathematics related to cashiering and changing money; personal computer operations and various program applications such as Microsoft Word, Excel, etc.; water safety practices; rules and guidelines; general principles of supervision.

Ability to establish and maintain effective working relationships with employees, coworkers, supervisors, young people, and the public; ability to communicate effectively, verbally and in writing; demonstrate good judgment and decision making; be detail oriented to see small or slight changes.

WORK ENVIRONMENT:

- Majority of work will be performed in a climate-controlled setting but exposure to a few disagreeable elements will occur; such as loud noises, fumes, poor ventilation, extreme or uneven temperatures
- Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, lifting, sitting, reaching, talking, hearing and seeing.
- Occasional exposure to hazardous work conditions such as heights, slippery surfaces, etc. Common eye, hand and finger dexterity exists.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem-solving.