



# BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805  
(732) 356-0833 • Fax: (732) 356-8990  
[www.boundbrook-nj.org](http://www.boundbrook-nj.org)

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## BOUND BROOK RECREATION COMMISSION

### **Job Title: Pool Gate Guard**

### **Reports To: Park Director & Pool Manager**

### **Job Overview:**

The Pool Gate Guard is responsible for ensuring that only authorized patrons enter the pool area, maintaining accurate records, enforcing facility rules, and assisting with general pool security and guest management.

### **Key Responsibilities:**

#### **1. Access Control:**

- Verify that all patrons entering the pool area have the proper badge.
- Register guests who do not have a badge before allowing entry.

#### **2. Log & Financial Accuracy:**

- Maintain accurate records in the logbook, ensuring they match the money collected from guest badge entries.
- Secure the money bag at all times and ensure it remains inaccessible to the public.

#### **3. Pool Area Monitoring:**

- Supervise all pool access points to prevent unauthorized entry.
- Report any security issues or unsecured access points to the Park Director immediately.

#### **4. Guest Registration & Rule Enforcement:**

- Ensure guest badge information is properly documented.
- Distribute pool rules to every guest upon entry.
- Enforce all pool rules, including restrictions on coolers and appropriate swim attire.

#### **5. Communication & Emergency Response:**

- Keep a charged walkie-talkie on hand to communicate with the Park Director.
- Ensure the emergency phone is functional throughout the shift.
- In case of an emergency, call 911 immediately.



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## 6. Patron Guidelines & Assistance:

- Inform patrons with young children that swim diapers are required.
- Ensure all patrons wear appropriate swim attire.
- Allow children under one year old free entry with an adult pass purchase.

## 7. Swim Test Verification:

- Once a child passes the swim test (verified by the pool manager), provide a sticker for their badge and a swim band.
- Explain that the swim band must be returned upon exiting the pool.

## 8. General Conduct & Professionalism:

- Cell phones are permitted, but if using headphones, only one earbud may be worn at a time.
- Maintain a professional and courteous attitude when addressing patrons.
- If a patron refuses to comply with membership or guest pass requirements, request assistance from the Park Director.

## Qualifications & Skills:

- Strong communication and customer service skills.
- Attention to detail for accurate record-keeping.
- Ability to enforce rules in a firm but respectful manner.
- Basic emergency response knowledge (training provided if necessary).