



May 17, 2015

To whom it may concern,

We are requesting verification in the form of a work permit for _____ as it pertains to their employment at Seminole Pool and Tennis. As our pool's assistant manager I will be working directly with and supervising _____ as a Pool attendant/Front Desk and Concessions staff member.

The job duties that pertain to these positions are:

Pool Attendant/Front Desk:

Greet members as they enter, have members sign in and verify membership records, make all announcements on intercom system, refer people wanting to use the phone to the Head Guard or other available managers to me monitored in the office phone, answer phone and take tennis reservations, aid guards in closing duties, greet guests at the front desk, answer the phone, general and excellent customer service, and all other tasks as assigned.

Concessions:

Stocking inventory and maintenance of the concession area, responsible intake of money, supervision and cleanliness of the concessions and eating areas, must be comfortable and tactful while making change without the use of a calculator. Concession staff works with computers and deals with the public in quick-paced and stressful environment. Cashiers are responsible for cashbox money at all times while on duty and report directly to the Swimming Pool Manager.

We sincerely hope that _____ is able to obtain a work permit to work for us for the summer and take advantage of this opportunity to advance their experiences. If I can be of further assistance, please contact me at (617) 694-3366 or by email at asstmanager@seminolepool.org.

Sincerely,

Hannah Balder

Seminole Pool Assistant Manager
5948 Schumann Dr.
Fitchburg, WI 53711