

# Taipei Medical University Unit Job Description and Procedures

Unit: Office of Physical Education Affairs

Job Description: Swimming pool admission and ticket purchase

Date: MM DD YY

Procedures	Explanation	Notes
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">1</span> <span>Opening hours</span> </div> <div style="text-align: center; margin-bottom: 5px;"> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">2</span> <span>Swimming pool service desk</span> </div> <div style="text-align: center; margin-bottom: 5px;"> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">3</span> <span>Confirm identity</span> </div> <div style="text-align: center; margin-bottom: 5px;"> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">4</span> <span>Accept payment</span> </div> <div style="text-align: center; margin-bottom: 5px;"> </div> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">5</span> <span>Receive receipt or invoice</span> </div>	<ol style="list-style-type: none"> <li>1. For July and August, Tuesday to Friday, 05:30-11:00, 14:00-21:00. For September and October, Tuesday to Friday, 05:30-09:00, 17:30-21:00. From November to April, Tuesday to Friday, 06:00-09:00, 17:30-21:00. For May and June, Tuesday to Friday, 05:30-09:00, 17:30-21:00. For Saturday and Sunday, 06:00-11:00, 14:00-18:00.</li> <li>2. The service desk is on B1 floor of the gym.</li> <li>3. For single admission, the fees are NT\$40 for students, NT\$60 for faculty and staff, NT\$80 for alumni. Swimming pool membership card is NT\$180 for students and NT\$270 for faculty and staff. Single admission for outsiders is NT\$110. For children and other students (present ID at admission), it is NT\$100, and NT\$1,000 for 10 tickets. Members will present their membership cards, and leave them at the desk. They will get the cards back when they leave.</li> <li>4. Please make payment based on the description shown above.</li> </ol>	

(Membership card holders will not need to make cash payment)

5. After making payment, please be sure to pick up your receipt or invoice. If you need to scan your mobile device or request for putting in an uniform invoice number, please notify the staff first.