Cashier (Seasonal)

Department: Recreation Operations
FLSA Status: Non-Exempt
Classification: Safety Sensitive
Accountable To: Aquatic Supervisor/Public Works Director
Evaluated By: Aquatic Supervisor/Public Works Director
Created: May 2010
Last Revised: April 1, 2022

DEFINITION: Under the general direction of the Public Works Director and the daily direction of the Aquatics Supervisor, assists in the operation of facilities that require the collection of monies for admissions, programs and concessions within the Sun Valley swimming facility; and performs related work as required.

ESSENTIAL FUNCTIONS:

1. Provides customer service to the public such as serving food and beverages, collections of admissions and swim lesson registration, and responding to customer inquiries.
2. Maintain adequate stock and supply of items appropriate for the facility and job duties assigned including counting items and maintaining inventory records.
3. Collect fees, make change, prepare deposits, and assist in reconciliation and submitting reports of fees collected.
4. Maintain accurate class sign-up and payment records.
5. Perform routine cleaning and housekeeping, keeping concessions and other areas where work is performed and equipment is stored in a clean and orderly condition.
6. May provide information concerning use of a park or other public facility, including park rules and regulations.
7. Set-up concession or other area of responsibility for daily use and follow closing procedures for the same.
8. Provides courteous and efficient customer service in person and over the telephone Assist staff in various clerical, reception and other light housekeeping tasks in relation to pool operations.
9. Participate in patron safety, enforcing rules, understanding emergency action plan.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Abilities:

Knowledge of

- The Sun Valley swimming facility and the rules and regulations pertaining to the use of park aquatic facilities
- Policies and procedures of the department that relate to the position
- Occupational hazards and standard safety practices
- Basic mathematics
- English usage
- Telephone and general reception procedures

Ability to:

- Independently perform work assignments at the Sun Valley swimming facility location within the District sponsored programs and events
- Perform assigned jobs at a public concession, swimming pool or other assigned location; including operating a cash register
- Keep maintain accurate records
- Perform mathematical calculations
- Read, write, and communicate at a level necessary to perform job assignments
- Communicate effectively and courteously with the public
- Establish and maintain effective working relationships with coworkers and the public

Required Certifications and Licenses*:*   *N/A*

Experience and Training:(*Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is***):**

Previous customer service and cashiering experience preferred; Prefer possession a high school diploma or G.E.D. certificate.

Physical and Mental Requirements*: (The physical and mental requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.)*

Strength, dexterity, coordination, and vision to use computer screen and cash register for prolonged periods. The ability to communicate in person and over the telephone. Strength and stamina to sit, stand, bend, stoop, kneel and walk for extended periods. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. Light lifting and moving objects weighing up to 50 pounds is required.

Working Conditions:

Position functions indoors and outdoors in varying temperatures and weather conditions. Work environment is generally clean with limited exposure to moisture, dust, fumes, noise, odors, cleaning solvents and chemicals.

I have read and understand this explanation and job description.

Signature:_____Date:_____