



CASHIER

Department: **Recreation/Aquatics**

Class Code:

Reports to: **Pool Manager**

FLSA Status:

Non-Exempt

GENERAL PURPOSE: Under general supervision, handles patron admission at the Aquatic Facility.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors cash exchanges and patron admissions.
- Maintains daily attendance records.
- Collects program and resale revenue and handles monies appropriately.
- Answers telephones and provides information to patrons.
- Completes various forms, reports and logs.
- Enforces decisions regarding the refusal of patrons with health problems, intoxication, controlled substances and inappropriate bathing attire in accordance with existing policies.
- Participates in maintaining control of posted bathing loads.
- Participates in in-service training.
- Monitors patron activities to ensure appropriate conduct and safety.
- Participates in the cleanliness of the facility.
- Enforces all facility policies, rules and regulations; reports patron issues to the supervisor.
- Recognizes and responds to emergencies; follows all procedures and policies.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Must be at least 16 years of age.

Required Licenses or Certifications:

First Aid/CPR certification.

Food Handlers Card.

JOB DESCRIPTION

Cashier

Required Knowledge of:

- Basic principles and practices of cashiering.
- Principles and practices of effective customer service.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Operate a cash register accurately and effectively.
- Handle money effectively.
- Work independently or with others.
- Maintain a high level of customer service.
- Tactfully handle disciplinary situations with patrons.
- Work evenings, weekends and holidays.
- Maintain sensitivity to professional ethics, gender, cultural diversity and disabilities.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed primarily in an indoor environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 40 pounds. Required to stand and sit for long periods. Vision requirements include close and far ability. Required effective hearing capacity.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		2/23/17	Added Required Certifications			

APPROVED: _____

DATE: _____