POOL CASHIER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Pool Manager, coordinates cash-handling, customer service and other financial aspects of the swimming pool operation.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- **Duties:**
  - Accounts for daily cash receipts, prepares cashier's report and nightly deposit. Maintains financial and attendance records; familiar with cash register operation and cash control procedures.
  - Sells and accounts for discount and season passes; monitors admissions to pool; sells concession items. Assists with required inventories.
  - Answers phone and provides information about swimming schedules and activities. Provides first-class customer service; must be sensitive and responsive to customers' needs and desires.
  - Advises supervisor of inventory – merchandise, supplies and equipment needs.
  - Assists lifesaving staff during emergencies as requested.
  - Keeps cashier and concession areas clean, neat and orderly.

EDUCATION & EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education/Training:**
- **Experience:**
  - Previous cashier background preferred.
- **Licenses/Certificates/Special Requirements:**
  - Certified in First Aid and CPR
- **Competencies:**
  - Excellent written and oral communication skills
  - Customer focus
  - Dependability
  - Problem solving/Issue Analysis
  - Productivity
  - Teamwork

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:**
  Swimming pool and outdoor environment; exposure to noise, dust, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights.

- **Physical:**
  Primary functions require sufficient physical ability and mobility to work in an swimming pool setting and in an outdoor environment; to walk, stand and sit for long periods of time; to frequently stoop, bend, kneel, crouch, drawl, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; must be able to lift 100 lbs. on a regular basis, and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.