



<b>DATE</b>	March 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Pool Cashier  
DEPARTMENT/DIVISION: Parks and Recreation  
REPORTS TO: Pool Manager

**SUMMARY:** Responsible for any of the following: providing public information about swimming classes, registering patrons for classes and special programs, the collection of pool fees from patrons, the cleanliness of pool area, tagging lost and found articles, preparation of simple cashier reports; assists pool manager on special projects/assignments.

**ESSENTIAL JOB FUNCTIONS:**

- Provides public information about swimming classes; registers patrons (via computer) for swimming classes and special programs; assists in maintaining registration filing system
- Collects admission fees and gives appropriate change utilizing a cash register.
- Processes refunds for classes;
- Evaluates swimming class waiting lists and prepares class rosters for Aquatic Coordinator
- Prepares admission report at the end of each working day entails adding up the number of patrons entering and total fees collected per day.
- Makes a written record of and tags all lost and found articles.
- Sweeps and cleans general work area daily.
- Performs other duties as assigned

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None

**WORKING CONDITIONS:**

- May operate standard office equipment such as phones, computer, cash register, copy machine, fax, etc.
- Sits, stands, bends and walks for extended periods of time while completing assignments
- Wears proper program uniform at all times.
- Works outside and is exposed to extreme heat and changing weather.
- Must maintain regular attendance.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Swimming Pool Attendant

- Collects currency and gives correct change.
- Reads, writes and does simple arithmetic.
- Skill in dealing effectively and efficiently with the public.
- Ability to sit in an alert manner while observing patrons in the entranceway.
- Learns pool emergency procedures and pool regulations.
- Understands and follows oral and written instructions

**PREFERENCES:**

- None

**MINIMUM QUALIFICATIONS:**

- Minimum age of 16 years.
- Completion of the 9<sup>th</sup> grade.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug screening
- Must pass criminal history check