

## POSITION DESCRIPTION

Class Title: Cashier

Department: Pool

Date: March 2020

Non-Union

### GENERAL PURPOSE

Performs a variety of routine clerical work by receiving payments from customers for the payment of passes, lessons and daily services received. Performs cleaning and maintenance duties at the pool and pool house.

### SUPERVISION RECEIVED:

Works under the immediate supervision of the Pool Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Makes change, accepts payments for lessons, passes and day use fees and issues receipts to customers.

Records amounts received and prepares reports of transactions.

Reads and records totals shown on cash register tape and reconciles daily deposit and cash on hand.

Quotes price and describes items for which money is received.

Operates cash register as instructed.

Completes cashier duties as assigned including cleaning and maintenance, locker room checks and security bag checkout.

### PERIPHERAL DUTIES

Receives the public and answers questions; responds to inquiries from employees, customers, citizens and others and refers, when necessary, to appropriate persons. Operates listed equipment and machines as required.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

(A) Any combination of related education and experience which demonstrates the knowledge and experience to perform the work.

### Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and cash registers is helpful.

(B) Skill in operation of listed tools and equipment; and

(C) Ability to quickly make accurate arithmetic computations; ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

## SPECIAL REQUIREMENTS

None

## TOOLS AND EQUIPMENT USED

Cash register; personal computer; copy machine; phone; 10-key calculator, cleaning equipment.

## PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History: