



## CASHIER - POOL

**DEFINITION AND PURPOSE:** Under the general direction of the Aquatics Coordinator, the cashier will be responsible for ensuring that all patrons visiting the pool pay the entrance fee. The cashier will keep an accurate tally of swimmers and balance this tally with the cash drawer at the end of each day.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Ensuring that all visitors to the pool pay the appropriate entry fee
- Ensuring that the daily count and daily money total are in balance
- Providing excellent customer service to all visitors
- Assisting Aquatics Coordinator and guards with various tasks in the pool area
- Reporting issues such as safety, patron complaints and potential over-capacity problems
- Other duties as assigned

### EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Education: Completion of the 8<sup>th</sup> grade.

Experience: Any combination of experience that would sufficiently prepare applicant for position. Demonstrated experience working in a customer service-oriented environment is preferred.

### KNOWLEDGE, SKILLS, AND ABILITIES

Strong organizational skills; ability to multi-task; maintain records; communicate effectively orally; and public speaking skills. Analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public.

### WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The need to climb stairs and lift and carry equipment and supplies weighing up to 30 pounds are sometimes required. The position requires working in an outdoor environment in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen and pool chemicals. The noise level of the outdoor setting can be loud especially when working around children and amplified sound systems.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

**COMPENSATION:** Part-time, seasonal non-union position.

Wage rate range

\$15.50 - \$19.90

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**