



CITY OF WEST LIBERTY, IOWA

Pool Cashier

DATE: Adopted 12/20

CLASSIFICATION: Non-Exempt **DEPARTMENT:** Parks and Recreation

JOB DESCRIPTION:

Pool Cashiers are responsible for providing exceptional customer service; meeting, greeting and accepting entry fees from customers at the Municipal Swimming Pool.

DISTINGUISHING CHARACTERISTICS:

Pool Cashiers works under the supervision of the Head Concession Cashier, Pool Manager and Parks and Recreation Director.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Complies with applicable safety, labor and occupational health standards and department policies and procedures.
- Promotes positive public relations and always maintains a professional work standard and image. Monitors incoming and outgoing phone calls.
- Maintains cashier area and operates the cash register and charges patrons established fees per policy.
- Enforces pool rules and safety regulations; maintains discipline at pool and report disturbances to Pool Manager.
- Keeps accurate records of number for Lap Swim, Water Aerobics, season tickets, coupons, and free passes used each day. Maintains accurate file on season passes in alphabetical order.
- Maintains and labels “lost and found” items.
- Balances cash drawers at the beginning and end of each day, complete required reports, and provides the deposit to the Pool Manager.
- Attends all in-service trainings and staff meetings.
- Wears appropriate staff T-shirt.

QUALIFICATIONS:

- Knowledge of the law, rules, regulations, principles and practices of municipal pool activities.

- Knowledge of safety precautions associated with cashier activities.

SKILLS AND ABILITIES:

- Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
- Ability to use logic and/or science to solve problems with several abstract and concrete variables.
- Ability to work independently while making decisions in accordance with established policies and procedures.
- Communicating effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups.
- Ability to comprehend and implement departmental policies, routines and standard operating procedures; ability to address issues.
- Ability to manage and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately.

TRAINING AND EXPERIENCE REQUIREMENTS:

Age requirement: Must be at least 15 years of age.
Preferred experience: 1 year of experience in related field of work.

LICENSING REQUIREMENTS:

No licensing is required for this position.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job assignments are outdoors. Outdoor activities can include exposure to heat, cold, humidity, wind, rain, and other outside elements. Assignment may also include the delivery of equipment that can include moving, lifting, or shifting of equipment on various levels, i.e., lifting up to 50 pounds.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a part-time seasonal position, with no regular hours. Must be available to work evenings and weekends as job duties demand.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____