

# CITY OF COLUMBIA FALLS

## POSITION DESCRIPTION

APRIL 2002

**POSITION:** Pool Cashier

**DEPARTMENT:** Parks/Pool

**ACCOUNTABLE TO:** Pool Manager

**SUMMARY OF WORK:** Non-exempt seasonal position which under general supervision serves as cashier to collect daily pool fees. Performs other duties related to pool and pool area safety, cleaning, and supervision. Work varies little within established guidelines.

**NATURE OF WORK:** This position performs technical duties of operating a cash register; requires accuracy. Duties require some work outdoors in sun and heat and position deals with patrons of all ages; must be able to handle difficult patrons. Must be able to work a flexible schedule. Position must be decisive in emergency situations as life may be in danger.

**PERSONAL CONTACTS:** Daily contact with pool patrons and pool staff.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL JOB FUNCTIONS:** Position requires ability to: operate electronic cash register; communicate orally and in writing; calculate. **Physical Requirements:** Visually inspect pool; hear distress calls; ability to stand for up to two hours, walk or sit; ability to lift/carry up to 35 pounds (greater with assistance); ability to bend/stoop, twist, squat, kneel and climb; and ability to reach at, above, or below shoulder level. Potential exposure to chemicals, body fluids, and slippery floors.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- ◆ Collects swimming pool daily fees; uses cash register and reports collections to Pool Manager.
- ◆ Enforces facility rules and regulations.
- ◆ Supervises activities at the front desk.
- ◆ Supervises swimming lesson registrations; assists with swimming lessons as needed.
- ◆ May serve as lifeguard if qualified.
- ◆ Administers basic first aid.
- ◆ Cleans facility as assigned.
- ◆ Minimizes or eliminates hazardous conditions to prevent accidents.

Pool Cashier

Adopted by Council July 17, 2000

Updated for 2002 Season

- ◆ Completes records and reports.
- ◆ Reports unsafe conditions and equipment.
- ◆ Answers telephone.
- ◆ Turns daily revenues into Police Department for safe keeping.
- ◆ Performs other duties as required.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a knowledge of operating cash registers, and calculating.

**Skills:** This position requires skills in accurately collecting and reporting fees.

**Abilities:** This position requires the ability to: work well with children; deal effectively with difficult people; know and follow safety procedures; be aware of and remove hazards; be decisive; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ◆ High School classes.
- ◆ Experience operating a cash register preferred.
- ◆ Must be bondable if required.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- ◆ Accurately calculates and operates cash register to collect daily swimming pool fees & concessions.
- ◆ Accurately reports collections to Pool Manager.
- ◆ Enforces facility rules and regulations.
- ◆ Supervises activities at front desk.
- ◆ Effectively cleans pool facility and grounds.
- ◆ Minimizes or eliminates hazardous conditions to prevent accidents.
- ◆ Maintains accurate and timely records.