

**CITY OF TOPPENISH
Class Specification**

Title: Pool Cashier
Department: Recreation & Aquatics
Reports To: Activities Program Manager
FLSA Status: Non-Exempt **Hourly Salary:** \$15.74-\$20.10
Union Status: Non-Represented **Effective Date:** April 10, 2023

General Summary

Under general supervision, readies till for shift, ensures all items for sale are stocked and displayed correctly, greets public, takes money and swim passes, counts, and admits patrons to the facility, balances till and prepares deposits. Assists customers with information, manages the lost and found box, keeps cashier area clean and assists with shift clean up.

Essential Functions/Major Responsibilities

Collect money bag from office to ready the till for shift. Ensure to count money and maintain a minimum amount and sufficient change.

Provides customer service and greets customers in a friendly and professional manner.

Politely assists the public in any way possible.

Provide information about the facility, rules and procedures when requested.

Manage the lost and found items.

Answer the pool phone in a professional manner.

Take money and swim passes, admit customers, and keep a running count by using hand tally counter.

Balance till and ready deposit at the end of shift.

Assist with clean up.

Assist with Emergency Action Plan as directed.

Requires regular and reliable attendance.

Maintains close contact with, and advises, supervisors in all matters pertaining to the pool operation.

SPECIFIC JOB KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: the basic mathematic functions such as addition and subtraction.

Ability to: learn and operate cash register functions; able to perform multiple tasks simultaneously (take money/passes, count admissions, ring in cash, assist public); communicate effectively orally, in writing, and by demonstration; establish and maintain effective working relationships with City employees, participants, and the public; give, receive, and follow through with directions.

WORKING ENVIRONMENT:

Work will be performed in the pool building or concession stand. This position requires standing. Need to be able to lift, push, pull, or drag objects more than 50lbs on occasion. Continuous use of all senses including feeling, talking, hearing, and seeing while performing duties and communicating with co-workers, public and completing all tasks as assigned. Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, and climbing while performing duties.


Unusual Working Conditions

May be required to work evenings, weekends, early mornings, split shifts, and holidays.. May require lifting objects weighing over 50 pounds. Will be exposed to chlorine and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects, and other summer weather conditions.


EXPERIENCE AND TRAINING REQUIREMENTS:

Must possess/obtain and maintain a Basic First Aid/CPR certificate prior to first day of employment.

APPROVED:



Debbie Zabell, City Manager



Date