



Job Description
Minimum Wage: \$8.20/hr.

Cashier – Front Desk (Part-time)

DEFINITION: Under direction from the Head Lifeguard, the Aquatics and Special Events Programs Supervisor, and the Recreation Manager, the Front Desk/Outdoor Aquatics Center Cashier will be responsible for performing a wide variety of customer service oriented tasks. These range from cashiering duties to specific administrative support tasks associated with the Cottonwood Recreation Center and Outdoor Aquatics Center. May perform other duties as assigned.

CLASSIFICATION: This is a part-time, hourly position with no benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Collect money for facility entry fees, make correct change, reconcile money at the end of the shift, and operate a cash register.
- Provide excellent customer service to both internal and external customers.
- May distribute recreation equipment.
- Answer patron questions.
- Interact professionally with patrons, co-workers, supervisors and the public.
- Perform various clerical duties, utilizing standard office equipment, to include screening incoming calls, taking and transmitting messages, data entry, and word processing.
- May perform basic custodial duties which may include contact with household chemicals.
- Assist supervisors with activities and special events as assigned.
- Perform related duties as required.

PHYSICAL REQUIREMENTS: This is mainly a desk-type position. However, incumbents may be required to distribute equipment and assist patrons in finding class locations, etc.

HOURS: Must be able to work split shifts, weekdays, weekends and/or evenings as assigned.

EXPERIENCE AND TRAINING: One year of customer service experience in an environment such as retail, hospitality or recreation is desirable.

Employee's Signature: _____ Date: _____

Prepared by: _____ J. Little 4/3/12

Reviewed by: _____ I. Dobler 4/3/12