

City of Fredericksburg, TX



JOB DESCRIPTION

"We're leading with integrity while providing the best customer services to our community."

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Pool Cashier

Department: Parks

Pay Grade: 20 (starting at \$15.00/hr.)

FLSA Status: Non-Exempt

JOB SUMMARY

The Pool Cashier is responsible for handling and accounting for money, filing, communicating by telephone, performing simple arithmetic, operating the register, analyzing data or report information and dealing effectively with the public.

ESSENTIAL JOB FUNCTIONS

- Provide excellent customer service to all patrons of the municipal pool.
- Provide accurate information to the public in a polite and timely manner.
- Effectively enforce pool rules and be knowledgeable of pool rules.
- Follow correct procedures in admitting all guests.
- Operate the cash register and receive all funds.
- Distribute correct change to customers.
- Balance cash drawer and fill out necessary reports at the end of shift.
- Keeps lobby area of swimming pool facility clean and orderly.
- Performs related duties as may be assigned.

QUALIFICATIONS

Education and Experience:

- Cashier experience or previous work experience preferred.
- Must be a minimum of 14 years of age.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively with the public, and experience working with teens and the public.
- Available to work mornings, afternoons, weekends, and some holidays.
- Acceptable math skills to accurately count money.
- Ability to exercise good judgment during emergencies and high-pressure situations.

- Ability to maintain courteous and helpful working relationships with the public of all ages.
- Must be able to work effectively under direct supervision.

PHYSICAL DEMANDS

- The work is typically performed while sitting, standing, or stooping.
- The employee will talk and hear, and occasionally lift, pull, push, or move items up to 40 pounds in weight.
- Employee should have the ability to express or exchange ideas by means of verbal and written communication in English as well as the ability to convey detailed or important instructions to other employees and the public.

WORK ENVIRONMENT

The work will be performed mainly outdoors. The employee will be exposed to loud noise, hazardous pool chemicals, and extreme weather conditions.