



## CITY OF DES PERES JOB DESCRIPTION

<b>Job Title:</b>	<b>Pool Cashier</b>
<b>Department:</b>	Parks and Recreation
<b>Reports To:</b>	Facility Supervisor
<b>Starting Pay:</b>	<b>\$12.25 per hour</b>
<b>Hiring Shifts:</b>	Weekdays, weeknights and weekends
<b>Season:</b>	<b>Mid-May through Labor Day Weekend (Summer)</b>
<b>Hours per Week:</b>	Approximately 16-24 (no more than 39 hours per week)
<b>Online Application:</b>	<a href="http://www.desperesmo.org/325">www.desperesmo.org/325</a>

### Summary

Responsible for front desk operations at the outdoor pool entrance, specifically customer service concerning member entry, knowledge of department policies and procedures, the use of cash registers, computers, credit card machines and any financial transactions that occur. Assists with servicing the public in a friendly and efficient manner with regard to program and facility information. Responsible for following the guidelines of The Lodge Life by providing excellent customer service, empowering other team members, bringing the community together, creating experiences worth repeating and constantly improving our services. May be asked to fill roles in other areas of the department. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

**Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations, as required by law, may be made to enable individuals with disabilities to perform the essential functions.**

- Handles situations with the public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Performs public relations tasks such as checking in members and guests, answering phones and responding to inquiries.
- Collects appropriate monies and fees for all sales and transactions.
- Performs opening and closing procedures in an efficient and orderly manner.
- Maintain a clean, safe and organized pool cashier desk.
- Clean and maintain all pool cashier equipment.
- Operate point of sale systems and follow proper cash handling procedures. Complete all necessary forms and paperwork related to daily operations and deposits.
- Reconcile the daily deposit with the Supervisor on Duty.
- Enforces facility policies and City rules and regulations.
- Performs clerical duties for the department staff.
- Assists in conducting special events and community activities.
- Assists in the distribution of program flyers and mailings.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.

## **Supervisory Duties**

None

## **Education and Experience Required**

A high school diploma or in the process of obtaining a high school diploma. Some college is preferred. One year related work experience is preferred.

## **Knowledge, Skills and Abilities**

Knowledge of

- Clerical practices and standards

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- Enforce facility policies and procedures
- Prioritize tasks
- Operate recreation software, cash drawer, printers, scanners, phone and other office equipment
- Be trained on new techniques and jobs
- Work weekdays, evenings and weekends, a minimum of 16 hours per week.

## **Language and Mathematical Skills**

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percentages.

**Mental and physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

## **Work Environment**

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.