



## JOB DESCRIPTION

### AQUATIC CENTER CASHIER/CONCESSION WORKER

<b>Department:</b>	Parks and Recreation	<b>Classification/FLSA:</b>	Part Time, Non- Exempt
<b>Location:</b>	Aquatic Center	<b>Reports To:</b>	All Aquatic Center Managers
<b>Supervises:</b>	N/A	<b>Salary Range:</b>	\$9.00 - \$11.00
<b>Benefits:</b>	Per City Handbook	<b>Travel:</b>	As needed

Date Written/Revised: 3/09/2020; 2/10/2022

#### POSITION SUMMARY

Requires an individual to have customer skills, positive attitude, food preparation abilities, assist in preparing area for day to day operation, responsible for accurate counting and balancing of all transactions, and assisting staff with location inventory controls.

#### DUTIES AND RESPONSIBILITIES

- Basic working knowledge of food and beverage.
- Basic math ability to accurately count and handle money.
- Basic food preparation.
- Ability to follow directions and effectively perform the work.
- Respond quickly, intelligently, decisively and in accordance with established emergency and accident management procedures.
- Administer first aid and CPR as required.
- Follow department policies and procedures.
- Perform related tasks as assigned, including janitorial duties, stocking, cleaning and other associated duties.
- Assist lifeguards in the instruction of swimming programs when qualified or requested.
- Other duties as assigned

#### POSITION COMPETENCIES

- Must have ability to maintain safe working conditions and sanitary work area.
- Must have ability to maintain accurate cash handling procedures at all times.
- Must have ability to communicate with the public, employees, supervisors and upper level management.
- Facilitate public relations with a positive and professional attitude, courtesy and tact.
- Must have ability to substitute for other staff members and follow substitution procedures.
- Must have ability to complete accident/incident reports thoroughly.

## **AQUATIC CENTER CASHIER/CONCESSION WORKER continued**

### **POSITION COMPETENCIES continued**

- Must have ability to attend all in-service trainings.
- Must have ability to work evenings, weekends and holidays.

### **EDUCATION**

- Must be at least 16.
- CPR/AED/First Aid Certification Preferred.
- Will train qualified applicants.

### **WORK REQUIREMENTS AND PHYSICAL DEMANDS**

- Works indoors mainly with the general public. At times, may require duties outdoors in 70-90+ degree temperatures, usually limited exposure to heat.
- Must be able to bend, lift, move, stoop and various other movements when required. Must be able to lift, at times repetitively, product inventory weighing between 15 – 50 pounds.