

## POSITION DESCRIPTION

Class Title: Seasonal General Staff  
Department: Aquatics  
Date: March 12, 2024

Job Code Number:  
Grade Number:

### GENERAL PURPOSE

Responsible for performing general cashiering duties at a municipal swimming pool facility. Assists with maintaining cleanliness and order of lobby and staff / public spaces in order to provide optimal customer service. Enforces applicable pool rules.

### SUPERVISION RECEIVED:

Works under the immediate supervision of the Pool Manager or Community Service Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for accurately collecting admission fees from pool patrons while on duty.
- Prepare cash reports and daily deposits.
- Reconcile daily financial records.
- Respond to requests and inquiries from the public.
- Assist with daily maintenance duties.
- Keep assigned area of swimming pool facility clean and orderly.
- Establish and maintain acceptable conduct among swimming pool patrons and guests.
- Responsible for following facility's Emergency Action Plan.
- Must be courteous with the public at all times.
- Must answer phone calls and have an understanding of general facility programming and operations.
- Performs other duties as may be assigned.

### PERIPHERAL DUTIES

None

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

- Currently attending high school, or high school graduate, or its equivalent.

#### Necessary knowledge, Skills, and Abilities:

- Acceptable math skills to accurately count money.
- Ability to exercise good judgment and effectively enforce pool rules.
- Ability to maintain courteous and helpful working relationships with the public of all ages.
- Ability to work effectively under direct supervision.
- Ability to follow verbal and written instructions from supervisor(s).
- Ability to give verbal and physical instructions to swimming pool patrons and guests.
- Ability to maintain regular and predictable attendance.

## **SPECIAL REQUIREMENTS**

Must be at least 16 to be hired and be able to read and write at a level necessary for successful job performance. Hours will vary and may at times include evenings and weekends. Some shifts may include early morning hours. Applicants must submit hours of availability with application.

## **TOOLS AND EQUIPMENT USED**

- Safety equipment
- Calculator or cash register
- Telephone

## **PHYSICAL DEMANDS**

The physical demands described here 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 perform the essential functions.

While performing the essential functions of this position, the employee is regularly required to perform light to medium work that involves walking or standing, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk and hear, stand, walk, and stoop, or crouch. This position requires occasionally lifting and/or moving up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This job requires the ability to work in a public environment where the noise level is usually moderate.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work is performed outdoors and is subject to extreme heat and sun. Work performed is subject to chemical hazards. Work may be subject to time pressures, emergency situations, frequent changes to tasks, working closely with others as part of a team, working alone 50% or more of the time, performing multiple tasks simultaneously, and dealing with difficult customers.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_

Approval: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_