

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Pool Cashier I	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9130
<b>DIVISION:</b>	Aquatics	<b>DATE:</b>	8/2013
<b>REPORTS TO:</b>	Pool Manager	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b>	<input checked="" type="checkbox"/>
		<b>COST CENTER:</b>	540

**REPLACES:**

**DATE:**

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### **JOB SUMMARY STATEMENT:**

Greets and assists customers at front desk and concession stand, collects fees, enrolls patrons in class. Provides information to patrons and performs general cleaning throughout the facility

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### **DUTIES AND RESPONSIBILITIES:**

1. Greets and assists customers at the front desk and concession stand.
2. Provide information to patrons at the facility and on the phone. Enrolls patrons in class.
3. Collects appropriate fees for swimming, concessions and swim lessons.
4. Performs general cleaning throughout the facility.
5. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
6. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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### **GENERAL QUALIFICATIONS**

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#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education equaling 7 grades and a minimum of 14 years of age.

#### **EXPERIENCE:**

This is an entry-level position. No previous experience is required.

#### **SKILLS:**

1. Basic math skills.
2. Good communication skills.

#### **MENTAL REQUIREMENTS:**

1. Ability to compute basic math calculations.
2. Ability to carry out assignments through oral and written instructions.
3. Ability to read and comprehend City policies and procedures.
4. Alpha and numeric recognition.
5. Ability to work under distracting conditions.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to operate a cash register.
2. Ability to greet and assist the general public.

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3. Ability to distinguish colors.
4. Ability to make and receive phone calls.
5. Ability to sit or stand and be attentive for extended periods of time.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**