

# FARMINGTON CITY

## Job Description

<b>Title:</b>	Cashier/Front Desk	<b>Code:</b>	
<b>Department:</b>	Leisure Services	<b>Pay Rate:</b>	<b>\$5.40</b>
<b>Division:</b>	Swimming Pool	<b>Effective Date:</b>	Jan. 07

### GENERAL PURPOSE

Performs a variety of **routine, unskilled duties** as needed to receive and admit patrons to the swimming pool and sell concessions.

### SUPERVISION RECEIVED

Works under the close supervision of the, Assistant Pool Manager, Swimming Pool Manager or Leisure Services Director. May receive supervision from Head Life Guard in the absence of a manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Greets and receives the public; receives payments and fees and admits patrons; operates computer (swim lesson registration, facility reservations, point of sale items, processes computerized swim passes) and accounts for revenues; gives change; checks swim passes for validity; monitors patron compliance with established rules and policies and processes paperwork.

Performs scheduled upkeep and maintenance of facility; cleans floors, walls, windows, water equipment, etc.; monitors general activities of facility to assure safety; receives inventory deliveries, verifies accuracy of shipment; stocks supply storage areas.

Assists with the swimming lesson registration process; assists patrons in filling out applications and registration materials; apprises patrons of schedules.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;

AND

B. No experience necessary;

2. Required Knowledge, Skills, and Abilities:

**Some knowledge** basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

**Ability to** operate cash register; establish and maintain effective working relationships with employees, young people and adults, ability to communicate effectively, verbally and in writing.

3. Special Qualifications:

Must be at least 16 years of age.

Preference shall be give to applicants with CPR and First-Aid certifications.

No drug test is required to enter into this position.

Must be willing to work 15-20 hours per week which hours may vary according to seasonal need.

Must complete City provided pre-season training.

**Hiring is conditioned also upon the employee agreeing to be available to work the following seasonal holidays:** Saturday before Memorial Day (May 26<sup>th</sup>), Memorial Day (May 28<sup>th</sup>), Fourth of July, Festival Days (July 14<sup>th</sup>), Pioneer Day (July 24<sup>th</sup>) and Labor Day (September 3rd).

4. Work Environment:

Employment in this **position is At-Will and seasonal, Memorial Day to Labor Day.** Mandatory meetings will be held on May 5th, 12<sup>th</sup>, 15th, 16<sup>th</sup>, 17<sup>th</sup>, 19th, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, and 26th, which dates may change due to circumstances and are still mandatory. During the operating period, weekly mandatory staff meetings are held Friday mornings. Incumbent in this position must be available to work preseason and after season for a short period of time. Typical preseason training weekday training is held from 3:30pm – 7pm and Saturday training is held from 9am – 12noon. Incumbent of the position performs in an atypical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Frequent communication with the public requiring the ability to talking, hear and seeing with certain aspects of the job eligible for accommodation. Common eye, hand, finger, leg and foot dexterity required to perform as swimming instructor. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.