

CITY OF CASHMERE JOB DESCRIPTION

Title: **Cashier**

Department: City Pool

Reports to: Manager and Head Guards

Supervises: None

POSITION SUMMARY

The cashier provides customer service at the front counter during business hours. This person is responsible for accurately entering transactions into the cash register, making change, answering the telephone, balancing cash at end of shift, sales of merchandise, passes, general admissions, etc.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- ❖ Operate cash register according to procedures described in the Office Procedures manual
- ❖ Accurately sell passes ensuring correct charges for resident/non-resident customers
- ❖ Monitor sign-in sheets
- ❖ Record accurate counts for each swim in Excel spreadsheet
- ❖ Respond appropriately to public inquiries
- ❖ Answer the telephone in a courteous and professional manner
- ❖ Maintain tidiness of front office
- ❖ Keep an accurate account of hours worked on Time Sheets

KNOWLEDGE, ABILITIES AND SKILLS

- ❖ Ability to communicate clearly
- ❖ Ability to learn cash register, 10-key calculator and laminator
- ❖ Ability to learn balancing procedures
- ❖ Ability to interact with others
- ❖ Coordinate with staff and management in order to make sure all tasks are completed
- ❖ Detail oriented and organizational skills

QUALIFICATIONS

- ❖ 15 years of age or older
- ❖ Capable of accurately making change

STEP ADVANCEMENTS

- ❖ Wage increases will be based on years of service at the pool.

WORKING CONDITIONS

- ❖ Public relations, in a busy and noisy atmosphere
- ❖ Communicate and deal effectively with the public
- ❖ Work is performed inside

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.