



## **CITY OF CRETE POOL CASHIER**

**Job Status:** Hourly, Seasonal

**Reports to:** Pool Manager(s)

**Supervisory  
Responsibilities:** None

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### **I. GENERAL FUNCTIONS**

Responsible for staffing the front desk at the pool. Check-in patrons and collect admission fees. Document attendance and record daily financial records. Report to the Pool Manager(s).

### **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Collect admission fees from patrons and make proper change.
2. Maintain an accurate till and complete the Daily Cashier Report.
3. Ensure that all persons entering the pool sign-in.
4. Keep accurate records of the daily and weekly pool attendance.
5. Assist the lifeguards and other staff in various cleaning duties.
6. Properly store equipment and ensure the general cleanliness of the office area at every closing.
7. Be an active participant in all working responsibilities.
8. Work cooperatively with all city personnel, swimming pool staff, and patrons.
9. Answer questions and explain the pools policies and procedures to patrons.
10. Assist in general pool supervision (not as a lifeguard).
11. Collect admission fees and successfully operate the cash register and computer.
12. Keep accurate attendance and financial records.
13. Communicate effectively with other pool staff and the general public.
14. Other duties as assigned.

### **III. KNOWLEDGE, SKILLS, ABILITIES**

1. Ability to make proper change and keep accurate financial records.
2. Ability to work effectively with people of all ages and backgrounds.
3. Ability to interact with the public in a professional and courteous manner.

4. Knowledgeable about the pools programs, hours of operation, admission fees, and policies.

**IV. DESIRABLE TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants documenting successful experience in similar positions or with customer service experience.

**V. MINIMUM QUALIFICATIONS**

1. Possess or obtain CPR & Basic First Aid certification

**VI. WORKING CONDITIONS & PHYSICAL EFFORT**

Light to medium work classification (as described by ADA) for the majority of duties and responsibilities.

**VII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date