

NORTH OGDEN CITY

POSITION DESCRIPTION (Seasonal – Part-Time) CASHIER

January 2012

Essential Job Function:

Under general supervision, cashiers will help regulate the money flow for various programs, admissions and merchandise. Cashier will also help facilitate the general patron flow in and out of the facility.

Accountability/Supervision:

Works under the direct supervision of the Head Cashier and Assistant Aquatic Center Manager and Community Services Director.

Employment Status:

The employee filling this position is at will, non-exempt.

Essential Job Functions:

- Prepares facility for swimming lessons, exercise programs, public swimming and reservations daily
- Exhibits a professional appearance and attitude at all times.
- Completes precise monetary transactions and is able to balance money daily.
- Makes various announcements throughout the day for the public/employees.
- Contributes to waterpark and facility cleanliness
- Demonstrates competency in facility information and provides that information to patrons in a positive and friendly manner.
- Ability to follow verbal and written instructions and complete tasks
- Other duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience:

Previous experience as a cashier is beneficial but not required.

Knowledge, Skills and Abilities:

Requires a basic understanding of computers and Microsoft Word and Excel programs. Capable of passing a pre-employment assessment of money handling, counting, and calculations.

Working Conditions:

Performs in an outdoor setting in exposure to chlorinated water and various weather conditions, including, but not limited to heat, cold, sun exposure and rain. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Speaking, hearing and seeing are required in the normal course of performing the job. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.