



## **JOB DESCRIPTION TITLE: POOL CASHIER (part time)**

**THIS POSITION REPORTS TO AND IS SUPERVISED BY:** APRD Manager

**THIS POSITION HAS AUTHORITY OVER AND SUPERVISES:** None

**GENERAL DEFINITION OF POSITION:** The pool cashier is primarily responsible for collecting admission fees at the swimming pool facility.

### **ESSENTIAL JOB FUNCTIONS:**

- Calculates admission fees, receives monies from patrons and provides change and counts patrons for attendance information.
- Respond immediately and effectively to any pool emergency. Afterwards report emergency immediately to supervisor, and file report.
- Communicate pool rules and policies in a professional and courteous manner to pool participants.
- Inspect safety equipment. At the beginning of shift ensure that safety equipment is in proper place. Report damaged equipment and, if possible, remove.
- Dress in required APRD staff uniform while on duty.
- Maintain positive rapport and professional image with patrons. Answer questions on the available APRD programs. Take registration and pool forms.
- Be punctual. Obtain substitute when unable to report for scheduled shift.
- Maintain current required certifications.
- Attend mandatory staff meetings and in-service training.
- Perform related work as required.

### **MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**

#### **1) Required Education/Experience/Training:**

CPR for the Professional Rescuer, and Standard First Aid.

#### **2) Required Knowledge, Skill and Abilities:**

- Ability to read, write and perform mathematical calculations
- Knowledge of safety procedures, rules and regulations for the swimming pool facility
- Skill in handling money and working with people
- Ability to communicate clearly with patrons.
- Perform First Aid when needed
- Complete written reports.

#### **3) Certificates/Registrations:**

Current certifications in CPR Professional Rescuer, and Standard First Aid.

#### **4) Physical Requirements:** See Required Knowledge, Skills and Abilities.

**WORK SCHEDULE:** Part time; hours will vary and may require evening and weekend