RECREATION CASHIER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to receiving receipts and accounts for program revenues; assists in the maintenance of financial records; and performs related work as required.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Perform proper cashiering procedures and customer service including the sales of swim passes, pool admittance, class registrations, membership sales and concession items.

Accurately account for all moneys collected; deposit daily revenue at proper city location.

Monitor conduct in the office, concession area and/or immediate surroundings.

Keep office area neat and clean.

Interpret city program rules and regulations.

Promote and enforce safety procedures including proper use of equipment; render first aid and CPR, if certified, as required.

Know, understand and communicate department programs and services.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of arithmetic including addition, subtraction, multiplication and division.

Basic principles and practices of financial record keeping.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
Modern office equipment, methods, procedures, cash registers and computer hardware and software.

Principles and techniques of first aid and CPR.

**Ability to:**

On a continuous basis, know and understand operations and observe safety rules; stand for long periods of time; walk; interpret understand and follow policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up and move tables, chairs and supplies; lift or carry weight of 45 pounds or less.

Operate a cash register and make necessary cash transactions with speed and accuracy; correctly change money of any denomination.

Make accurate mathematical computations.

Keep accurate records of payments received.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to operate a computer as necessary to perform job duties.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**
Experience:

None required.

Training:

Equivalent to completion of the tenth (10th) grade or fifteen (15) years of age.

License or Certificate

Some positions may require possession of a valid California driver’s license by date of appointment.

Possession of CPR and First Aid certificates within six months of hire

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

12-21-19 Recreation Cashier
08-16-18
07-04-09
02-02-06
09-21-00
12-18-99
01-14-80
10-30-73
-67
-65 Recreation Cashier I/II