

LAYTON CITY

Job Description

Title: LPT Pool Cashier I	Code: 640
Department: Parks & Recreation	Last Revised: 9/2017
Division: Aquatics	Effective Date: 9/2017

GENERAL PURPOSE

Performs a variety of routine, semi-skilled duties as needed to receive and admit patrons to the aquatics and recreation facilities.

SUPERVISION RECEIVED

Works under the general supervision of the LPT Lead Pool Cashier or Aquatics Facility Manager.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Greets and receives the public; receives payment and fees and admits patrons; operates cash register and accounts for revenue; gives change.

Operates concession stand; sells candy, swimwear and equipment; sells memberships and processes paperwork.

Performs scheduled upkeep and maintenance of facility; cleans floors, walls, windows, snack bar, etc.; operates vacuum to clean carpeted areas; sweeps and dusts racquetball courts.

Monitors general activities of facility to assure safety.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Sufficient education and training to demonstrate an aptitude or ability to perform the above and related duties;

No experience necessary;

2. Knowledge, Skills, and Abilities:

Some knowledge of basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

Ability to operate cash register; establish and maintain effective working relationships with employees; ability to communicate effectively verbally and in writing.

3. Special Qualifications:

Food Handlers Permit

Additional Qualifications with pay incentives:

WSI Assistant Certificate (optional)

WSI Certificate (optional)

4. Work Environment:

Incumbent of the position performs in a climate-controlled environment, as well as in an outdoor environment with varying conditions. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

LAYTON CITY

Job Description

Title: LPT Pool Cashier II	Code: 644
Department: Parks & Recreation	Last Revised: 9/2017
Division: Aquatics	Effective Date: 9/2017

GENERAL PURPOSE

Performs a variety of routine, semi-skilled duties as needed to receive and admit patrons to the aquatics and recreation facilities.

SUPERVISION RECEIVED

Works under the general supervision of the LPT Lead Pool Cashier or the Aquatics Facility Manager.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Greets and receives the public; receives payment and fees and admits patrons; operates cash register and accounts for revenues; gives change.

Operates concession stand; sells candy, swimwear and equipment; sells memberships and processes paperwork.

Performs scheduled upkeep and maintenance of facility; cleans floors, walls, windows, snack bar, etc.; operates vacuum to clean carpeted areas; sweeps and dusts racquetball courts.

Monitors inventory of office and concession supplies (i.e. snack bar and concession items, custodial, etc.) and makes recommendations to the Assistant Aquatics Manager.

Performs general bookkeeping and accounting; processes all pool receipts, including fees and concession revenues; balances shift revenues with receipts and tape records; monitors proper handling of cash receipts; prepares shift revenues and prepares deposits for verification and approval by the LPT Lead Pool Cashier or Aquatics Facility Manager.

Monitors general activities of facility to assure safety.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;

No experience necessary;

2. Knowledge, Skills, and Abilities:

Some knowledge of basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

Ability to operate cash register; establish and maintain effective working relationships with employees; ability to communicate effectively verbally and in writing.

3. Special Qualifications:

Food Handlers Permit

Additional Qualifications with pay incentives:

WSI Assistant Certificate (optional)

WSI Certificate (optional)

4. Work Environment:

Incumbent of the position performs in a climate-controlled environment, as well as in an outdoor environment with varying conditions. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.