

Job description: SAC Cashier

Job title: Cashier

Reports to: Head Guard and/or Assistant or Aquatic Director

Job Purpose: This position is responsible for collecting admission fees at the swimming pool facility. The Aquatic Director assigns work in terms of general instructions. The Aquatic Director spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Job requirements:

- Calculates admission fees, receives monies from patrons and provides change, and counts patrons for attendance information
- Answers the telephone and responds to patron questions
- Performs routine upkeep and cleaning of swimming pool facilities
- Performs other related duties as assigned

Key responsibilities

- Knowledge of safety procedures, rules, and regulations for the swimming pool facility
- Skill in handling money and working with people
- Operation of a cash register, calculator, and person counting device
- Skill in oral communication and following directions
- The work consists of related cashier duties. Safekeeping large amounts of cash while multitasking in a busy environment contributes to the complexity of the position, as does inclement weather.
- The purpose of this position is to collect admission and/or concession fees at the swimming pool facility. Successful performance results in satisfied patrons and accurate revenue accounting for the department.
- Listens for distress calls for possible activation of emergency procedures.

Additional duties that may be required:

- Other duties as necessary issued by management

Personal profile

- 15 years of age or more
- Ability to read, write and perform mathematical calculations at a high school level

Personal skills

- Ability to make decisions that fairly and consistently enforce the rules and policies of the Selah Aquatic Center
- Ability to effectively communicate rules and policies with guests using the Selah Aquatic Center