

JOB TITLE: Cashier of the Muehlhausen Aquatics Center(MAC)

ACCOUNTABLE TO: Manager of the Muehlhausen Aquatics Center

PRINCIPAL PURPOSE OF JOB:

To greet Pool patrons, collect user fees, sell snack items, and to serve and assist the public with their needs.

ESSENTIAL LEVEL OF AUTHORITY:

Supervises MAC patrons as they arrive. Is responsible to consistently enforce the rules and procedures of the MAC with the MAC patrons.

WORK ENVIRONMENT:

While performing the duties of this job, the employee works outdoors at the Muehlhausen Aquatics Center(MAC) and is regularly exposed to outside weather conditions. The noise level in the work environment is moderately noisy at the Muehlhausen Aquatics Center.

EXAMPLES OF DUTIES:

The following duties are not inclusive of all duties and the incumbent performs other related duties as required:

- Collect user fees from patrons.
- Completes daily income reports with matching cash and credit card statements.
- Sells snacks to patrons as available
- Provide information and assistance to the public in regard to the use of Muehlhausen Aquatic Center, including splashpad, shelter, and other park amenities.
- Cleans & polices area, including the entrance, parking area and entrance to the aquatic center.
- Lends recreational equipment for use in the park, such as cornhole bags, or basketballs.
- Performs first aid and responds to emergency situations such as inclement weather, lost children, etc.
- Maintains health and safety practices for park patrons.
- Evaluates responsibilities at the close of the summer season.
- Performs other related essential in-service & skill related duties as required.

QUALIFICATIONS:

Education:

- Prefer a High School student or above.

Experience:

- Prefer a minimum of 16 years of age.
- Prefer experience in operations of computer and working with money/credit cards.

Licensing and Certification:

- Possession of a valid Indiana State driver's license or State Identification at the time of appointment or the ability to obtain one within thirty (30) days, and a driving record acceptable to the City's Risk Manager.

Knowledge, Skills, and Abilities:

- Must be able to pass a 5-Panel drug screen
- Is available May through Labor Day.
- Must have the physical ability to perform all duties.
- Has good judgment in anticipating and preventing accidents.
- Is able to act calmly and quickly during emergencies.
- Is able to give and / or follow directions in an emergency.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

EEO CATEGORY

STATUS Non-Exempt