



## SEASONAL JOB POSTING March 2019

**Position: Pool Cashier (Seasonal)**

**Dept: Parks**

### **SUMMARY:**

To collect fees from pool patrons in a courteous manner and to inform all patrons of the pool rules prior to payment/entrance of the pool area.

### **Position Responsibilities (include but are not limited to the following):**

- Arrive at the pool accordingly to set up, count start-up money, prepare cash drawer, and prepare any paperwork
- Collect fees from everyone who enters pool
- Answer the phone in a professional and courteous manner, provide the name of the pool and your name as a means of good public relations
- Inform the Pool Manager when running low on supplies
- Do not allow anyone but yourself and the Pool Manager in the cash drawer; you are responsible for ensuring that all money taken in goes directly into the cash drawer
- Do not allow anyone other than staff personnel into the cashier area unless performing First Aid
- Never leave the cash register unattended; in an emergency follow proper protocol
- Clean up the cashier area when business is slow and at the end of your shift
- Manage pool paperwork (i.e. forms, deposit information, etc)
- Inform patrons of pool rules as they enter the pool
- Perform all duties as assigned by the Pool manager, Assistant Pool Manager and Pool Supervisors

### **Knowledge, Skills, and Abilities Required:**

- Ability to work well with others
- Ability to work with the public in a manner which projects a positive image of the city
- Ability to handle money add and subtract efficiently and effectively
- Ability to problem solve

### **Minimum Qualifications:**

- **Education/Training:** Must be at least 16 years of age
- **Experience:** Will train suitable candidate.
- **Working Conditions:** Outdoors (Pool Area)

### **Physical Requirements:**

- Ability to work in a wide variety of environments, including extreme heat
- Ability to see within normal parameters and hear within normal range
- Ability to extend hand(s) and arms(s)
- Ability to stand for long period of time
- Ability to push, pull, carry, and lift a minimum of 25 pounds

**How to Apply:** Applications/Resumes and professional references will be accepted online only at [terrehaute.in.gov](http://terrehaute.in.gov). Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

**Position will remain open until filled.**