

PARKS AND RECREATION DEPARTMENT

A. JOB TITLE- CASHIER ADMISSIONS/CONCESSIONS

B. DEFINITION

Cashiers/concession workers will report directly to Merrifield Pool Supervisor and Director of Aquatics for the pool season.

C. EQUIPMENT USED

Computer, printer, phone, cash register, microwave, pizza oven, slushy machine, fridge, drink dispenser, broom, mop, toilet brush, pool skimmer, pool brush.

D. JOB LOCATION

The majority of the job takes place at the Merrifield Pool Complex.

E. PHYSICAL REQUIREMENTS

Employee must be able to stand, walk, and climb stairs, and lift up to 25 pounds unassisted. The employee must have the ability to accommodate to changing climate including inclement weather.

F. ENVIRONMENTAL/WORKING CONDITIONS

Employee will work in a city facility and/or park. They will work indoors and outdoors in various weather conditions.

G. ESSENTIAL FUNCTIONS OF THE JOB

- Ensure the safety of all patrons.
- Identify potential accident hazards.
- Be alert or prevent accidents.
- Enforce all policies, rules, and regulations in a consistent manner.
- Handle discipline situation with courtesy and fairness
- Respond quickly, intelligently, decisively and in accordance with the established emergency action plan.
- Inspect the facility and report any irregular activity or unsafe conditions/equipment to the Supervisor or Director.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

- Greet customers at the front window.
- Perform cash, check, and credit card transactions.
- Answer the telephone.
- Create IDs for season pass holders.
- Perform routine housekeeping tasks (sweep, mop, cleaning bathrooms)

I. REQUIRED KNOWLEDGE AND ABILITIES

- Available to work nights, weekends, and holidays.
- Must take responsibility for the well-being of our swimmers.

J. QUALIFICATIONS

- Preferred Qualifications and Certifications
- CPR, First Aid, and AED
- Exhibits dependability, punctuality, teamwork, and enthusiasm.
- Pass a background check and drug screen.