

HAINES BOROUGH
POSITION DESCRIPTION

Pool Cashier

SUMMARY:

This part-time position is under the direct supervision of the Pool Manager/Head Lifeguard. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Perform cashier and related duties including taking fees and checking swim passes.
2. Keep a tally sheet of monies collected and passes sold, and maintain receipts for inventory.
3. Answer the phone and takes messages when necessary.
4. Maintain standards of safety including monitoring the lobby, ramp, and locker rooms.
5. Follow daily and monthly working and swimming schedules.
6. Provide for a positive atmosphere in the general cashier area.
7. Enforce and practice facility rules, policies, and procedures.
8. Secure facility at the end of swim sessions.
9. Respond to patron concerns and report to the pool manager/head lifeguard.
10. Assist with the general care, cleaning, and maintenance of the facility.
11. Perform other duties as required by the Pool Manager/Head Lifeguard.

KNOWLEDGE AND ABILITIES:

1. Required certifications: CPR and First Aid
2. Have a working knowledge of swimming and pool programs and their accompanying rules, regulations, and safety precautions.
3. Good communicator with a cooperative nature.
4. Ability to supervise patrons and maintain a safe environment.
5. Ability to treat all patrons equally and with fairness, and able to work with patrons who may be at risk or may have special needs.