



## CITY OF DES PERES JOB DESCRIPTION

**Job Title:** Pool Cashier  
**Department:** Parks and Recreation  
**Reports To:** Facility Superintendent  
**Starting Pay:** \$8.00 per hour  
**Hiring Shifts:** Weekdays, weeknights and weekends  
**Approx. Hours per Week:** 15-20

### Summary

Responsible for operations at the outdoor pool entrance front desk, specifically the use of cash registers, computers, credit cards machines and any financial transactions that occur. Assists with servicing the general public in an efficient manner with regard to program and facility information. Responsible for following the guidelines of the Lodge Life by providing excellent customer service, empowering other team members, bringing the community together, creating experiences worth repeating and constantly improving our services. May be asked to fill roles in other areas of the department. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

**Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Handles situations with the public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it outside the scope of regular duties.
- Performs public relations tasks such as answering phones and responding to inquiries from the public.
- Collects appropriate monies and fees for all sales and transactions.
- Performs opening and closing procedures in an efficient and orderly manner.
- Enforcement of facility policies and City rules and regulations.
- Performs clerical duties for the department staff.
- Assists in conducting special events and community activities.
- Assists in the design and distribution of program flyers and mailings.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.

### Supervisory Duties

None

### Education and Experience Required

A high school diploma or in the process of obtaining a high school diploma. Some college is preferred. One year related work experience is preferred. American Red Cross CPRPR and First Aid certifications are required within the first three months of employment.

### **Knowledge, Skills and Abilities**

Knowledge of

- clerical practices and standards

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- Prioritize tasks
- Operate office machines and equipment
- Operate cash drawer
- Be trained on new techniques and jobs
- Work days, evenings and weekends a minimum of 15 hours per week.

### **Language and Mathematical Skills**

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

**Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

### **Work Environment**

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.

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