



## AQUATIC CENTER ATTENDANT/CASHIER

<b>Department:</b> Public Works	<b>FLSA Status:</b> Non-Exempt
<b>Division:</b> Public Works	<b>Job Status:</b> Non-Bargaining Unit
<b>Reports to:</b> Aquatic Center Director	<b>Location:</b> Aquatic Center
<b>Prepared by:</b> Director of Public Works/City Engineer	<b>Date:</b> 02/06/23

### GENERAL DESCRIPTION

Under the general supervision of the Head Life Guard and the Aquatic Center Director, the attendant is responsible for handling admissions at the front counter, food and money in the concession area, and for general customer service.

### JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Handling admissions at the front entry counter.
- Handling money and distributes food in the concession area.
- Provides good customer service.
- Adheres to proper aquatic center admission procedures.
- Follows proper cash handling procedures and maintains an accurate cash drawer.
- Stocks and cleans bathrooms and pool area, as needed.
- Assist the lifeguards with managing the kids at the top of the slides in the pool area.
- Help with pre-season set-up and post-season clean-up of the aquatic center area.
- Establish and maintain working relationships with the public, staff, and City officials.

### OTHER DUTIES

- Attends and contributes mandatory staff training sessions.
- Communicate clearly and effectively with patrons.
- Ability to supervise staff.
- Other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be capable of following directions.
- Ability to work with money transactions and make proper change.
- Ability to complete daily paperwork.
- Must work well with others.
- Ability to handle patrons in a courteous manner.
- Knowledge of on-site protocols, operation procedures and safety policies.
- Ability to understand and follow oral and written instructions.
- Ability to act in a professional and mature manner.

## EDUCATION AND TRAINING

- Minimum 14-years of age, 15-years of age or older is preferred.

## WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent exposure to heat, sun, and wet/humid conditions. Moderate mental effort is required daily. Moderate physical exertion. Moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts. Moderate physical exertion is present because of stooping and kneeling.

Requires some evening, weekend, and holiday work.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.