

**GREENCASTLE PARKS & RECREATION DEPARTMENT  
JOB DESCRIPTION**

**Position Title:** Admission Attendant/Cashier

**Responsible to:** Aquatic Manager and Aquatic Assistant Manager

Qualifications:

- Should be at least 16 years of age.
- Should have previous cash handling experience, including use of a cash register.
- Knowledge and ability to operate concession equipment including: soda fountain, deep fryer, microwave, nachos and hotdog warmers, and other equipment.
- CPR and First Aid Certification preferred.

Duties and Responsibilities:

- Have knowledge of fees and charges, and their recording requirements relating to facility operations.
- Responsible for handling money in a safe and accurate manner.
- Collect all fees for use of city's Aquatic Center including: general admissions, season passes, swimming instruction, water safety instruction, pool rental, and other programs as developed by the department.
- Help in the registration process of all programs conducted by the Aquatic Center.
- Answer telephone in a friendly voice and provide information to customer.
- Maintain an acceptable appearance of both dress and personal hygiene.
- Maintain his/her work area to appropriate facility standards.
- Complete other duties as assigned by Aquatic Manager and Aquatic Assistant Manager.

I, \_\_\_\_\_, have read and understand the above job description. I agree to meet the responsibilities listed to the best of my ability.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_