

CITY OF GREENCASTLE PARKS & RECREATION DEPARTMENT

Position Title: Admission Attendant/Cashier

Responsible to: Aquatic Director and Assistant(s)

Department: Parks & Recreation

Employment Terms: Seasonal

General Statement of Duties: Under the direction of the Aquatics Director and Assistant(s), greets, collects and secures admission fees from patrons. Work is performed under immediate supervision with exercise of judgment in accordance with established policies, procedures and techniques.

Qualifications:

- At least 15 years of age, 16 years preferred
- Should have previous cash handling experience, including use of a cash register
- American Red Cross CPR and First Aid Certification

Duties and Responsibilities:

- Reports to work prior to shift dressed in uniform
- Answer telephone in a friendly voice and provide information to customer.
- Maintain an acceptable appearance of both dress and personal hygiene.
- Collects admission and concession fees from pool patrons and accurately gives change
- Keeps accurate count of the number of pool patrons entering facility
- Tracks each individual transaction by using a cash register
- Reports any discrepancies to the Pool Manager on duty
- Completes all necessary forms for daily operation and closing procedures
- Tabulates daily receipts and counts closing money
- Ensures that all money and valuables are kept secure
- Help in the registration process of programs conducted by the Aquatic Center
- Maintains organized work and records environment
- Provides strict but courteous enforcement of all pool rules and regulations
- Provides good customer service to all pool patrons and fellow employees in the performance of duties
- Performs other job-related tasks as required

The Greencastle Board of Park Commissioners reserves the right to reject any and all submissions based on the commission's best interest and to waive any irregularities it may see fit with an applicant's qualifications. The City of Greencastle is an Equal Opportunity Employer, which does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or other unlawful bias.

I, _____, have read and understand the above job description and agree to meet the responsibilities listed to the best of my abilities.

Signed: _____ **Date:** _____

Witness: _____ **Date:** _____