



City of Laguna Niguel Job Description

CASHIER PT

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a variety of cashiering, clerical, and general support of Parks and Recreation staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Supervisor.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Sell pool passes, obtain information for ID cards; keep ID information up-to-date; take photos; fill out and issue receipts.
- ◆ Use the computer, cash, and patron management system.
- ◆ Collect daily fees.
- ◆ Fill out attendance receipt forms; accurately balance daily receipts.
- ◆ Give information to the public in-person and on the phone.
- ◆ Inform the public of rules and regulations pertaining to pool and park.
- ◆ Collect pool passes; issue and organize parent waiver forms.
- ◆ Check medical releases; assist with monitoring pool and locker room safety.
- ◆ Assist staff with program registration.
- ◆ Take charge of lost children.
- ◆ May assist with bulletin boards and swim registration.
- ◆ May assist lifeguards in managing emergency situations.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Basic mathematic skills.
- ◆ Basic writing skills.

Ability to:

- ◆ Learn and understand park rules and regulations.
- ◆ Learn to work with computers.
- ◆ Write simple reports with names and numbers; describe incidents or complaints.
- ◆ Follow emergency procedures.
- ◆ Make change.
- ◆ Secure equipment and supplies.

- ◆ Add, subtract, and multiply up to seven digits, including the use of decimals.
- ◆ Assist recreation staff at special events.
- ◆ Communicate effectively to give general park, pool, and recreation information.
- ◆ Participate in maintenance work.
- ◆ Follow simple oral and written instructions.
- ◆ Deal courteously and cooperatively with the public.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Some general cashiering experience and computer skills is desirable.

Equivalent to completion of the twelfth grade.

Licenses:

Holds, or has the ability to obtain, First Aid and CPR certificates within 15 days of employment.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific hearing abilities required by this job include ability to hear emergency whistle code when sounded from pool deck. Must be able to hear questions asked by patrons.

WORK ENVIRONMENT

The work environment characteristics described here 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.

The noise level in the work environment is usually quiet.