SPOKANE PARKS & RECREATION

Job Description – CASHIER/AQUATIC AIDE

Division/Department:	Parks Aquatics	**Compensation:**	$9.19/hr
Location:	Various Aquatic Facilities		
Job Title:	Cashier/Aquatic Aide		
Reports to:	Carl Strong - Recreation Supervisor II		

Level/Grade	Type of position:	Hours 0-40 / week
	☐ Full-time ☒ Temp/Seasonal	☐ Exempt
	☐ Part-time ☐ Intern	☒ Nonexempt

GENERAL DESCRIPTION

Cashier accepts, verifies and receipts funds by counting and recording cash, checks, and credit cards; issue change and receipts for individual and group guests plus process refunds through a computer generated system. Balances cash drawer by comparing register totals with currency, checks and credit card transactions, coupons and voids/refunds. Assists in maintaining operations by following Standard Operating Procedures including keeping equipment and facility operational, clean, and organized. Assist guests by providing information. In addition, responsibilities include assisting Lifeguard staff and patrons in using the slide apparatus at various facilities. Employee responsible for transporation to various work locations. *Reports to Facility Managers; Aquatic Supervisory Staff.*

WORK RELATED REQUIREMENTS

- Stamina to stand for long periods time
- Excellent communication skills [ability to answer phones, and speak with public]
- Manual dexterity to write, handle money, use a computer and cash register on a daily basis.
- Ability to lift 10 pounds

QUALIFICATIONS

- Must be 16 years of age at time of appointment
- Possess a valid government issued ID and Social Security Card
- Required to submit to background check
- Must be willing to work weekends/nights/holidays
- Must possess WA State DOH Food Handler Permit

APPLICATION DEADLINE: Open Until Filled

SELECTION PROCESS: 50% Applicant Screening; 50% Oral Interview

REVIEWED BY	*Title*
APPROVED BY	*Title*
DATE POSTED	
DATE HIRED	

The City of Spokane is an Equal Opportunity Employer