

Job Description

Des Moines Pool Metropolitan Park District
22015 Marine View Drive S
Des Moines WA 98198
(206) 824-4722

Job Title: Pool Cashier

Reports to: Aquatics Coordinator & Aquatics Manager

Classification: Hourly, part-time, up to 20 per week

Compensation: \$12.25 to \$14.25 per hour, depending on experience

Deadline: Open Continuously. (First Review of Applicants – 04/15/2019).

Overview:

This position is responsible for collecting admission fees and answering at the Mount Rainier Pool facility.

Position Summary:

The Cashier key responsibilities will be to

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Count money in cash drawers at the end of shifts to ensure that amounts are correct and all monies are accounted for.
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.
- Resolve customer complaints.
- Respond in emergency situations to aid safety staff including corresponding with emergency dispatch, meeting EMS at front of building to escort them into the facility and help in any other capacity within their scope of training.
- Respond quickly and efficiently to emergency situations following established procedures.
- Work as part of a team and model professional behavior always.
- Provide excellent customer service to visitors to Mt. Rainier Pool.
- Report any safety, customer service, maintenance, and pool chemistry issues in a timely manner to management (Aquatics Coordinator and Aquatics Manager).

Essential Functions:

- Calculates admission fees, receives monies from patrons and provides change, and counts patrons for attendance information.
- Answers the telephone and responds to patron questions.
- Performs routine upkeep and cleaning of front desk and entry areas.
- Performs other related duties as assigned.

Minimum Qualifications:

Certifications and Experience:

- 16 years of age or more.
- Ability to read, write and perform mathematical calculations at a high school level.
- Previous experience as a lifeguard desired, but not required (see below).
- Must be able to obtain Lifeguard certification within 6 months of hire. Preference will be given to applicants with this certification.

Knowledge:

- Ability to gain a working knowledge of principles and practices regarding the safe operation of a public swimming pool.
- Ability to work independently with minimal direction after appropriate training and as a team member in compliance with all policies and procedures of our organization.

Skills:

- Ability to model organizational team work to exceptional performance levels, exhibit positive work ethic and to integrate efforts of the entire organization.
- Must have general computer and cash handling practices. Beginner level proficiency with Microsoft Word and Excel desired.
- Strong written and verbal communication skills.

Attributes:

- Works well with people, treating everyone with respect and building trust.
- Takes appropriate initiative.
- Timely follow through on commitments.
- Delivers high quality work performance.
- Projects and maintains a positive image always.
- Works well as a team member/leader in all interactions.
- Provides consistent high-quality service.
- Always puts safety first.
- Able to work with or without direct supervision with good autonomy.
- Able to set and achieve goals with a strategy of continuous improvement.
- Maintains focus and achieves results relying on facts and data to support recommendations.

Other Considerations:

- Must be able to maintain flexible work hours spread over days and times of pool operation especially evening and weekend hours.
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years.
- Must be able to pass a WSP & FBI background check.
- Must be able to work a flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility. Work requires a normal range of vision and hearing, and the ability to lift more than 50 lbs., bend, and stoop.

How to Apply:

To be considered for hire we require an [Employment Application](#) and cover letter. Please email to Dominic Finazzo, Aquatics Manager, by emailing to dominic.finazzo@desmoinespool.org or to the address below.

Dominic Finazzo, Aquatics Manager
22722 19th Avenue South
Des Moines, WA 98198