



JOB DESCRIPTION

Title: Water Park Cashier
Department: Public Properties
Reports to: Water Park Manager
Pay Grade: N/A
Date Adopted: June 8, 2021
Previous Revision Date:
Last Revision Date:

Type: ☐ Full Time
☒ Part Time
FLSA: ☐ Exempt ☐ Salary
☒ Non Exempt ☒ Hourly
Union: ☐ Yes
☒ No

Job Summary:

Greet and assist customers at front desk and concession stand. Issue season and daily passes.

Essential Functions:

1. Greet and assist customers at the front desk and concession stand. Collect appropriate fees for swimming and concessions. Issue season and daily passes.
2. Prepare and serve food and drink items to patrons. Clean and maintain concession area.
3. Provide information to patrons at the facility and on the phone.
4. May be required to work evenings/weekends as needed.
5. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
6. Keep confidential information confidential.
7. Perform duties in extreme weather conditions.
8. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 11. The employee must be able to work extended hours in an emergency.
 12. Performs other work which is consistent with the essential functions of the job.
 13. Performs other duties as assigned.
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Education and Special License(s)/Certifications:

None.

Experience:

Must be at least eighteen (18) years of age.

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Ability to perform basic math and accounting skills.
 4. Organizational skills.
 5. Analytical skills.
 6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 7. Manual dexterity.
 8. Ability to work in environment with constant interruptions.
 9. Good typing and data entry skills.
 10. Good customer/public relations.
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Mental Requirements:

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently.
5. Ability to work in a team.
6. Ability to assess situation and use judgement in responding.
7. Ability to work under distracting conditions.
8. Mechanical aptitude.
9. Alpha/numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Diplomacy and judgement.
12. Logical reasoning.
13. Ability to train and guide others.

14. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 15. Ability to multi-task.
 16. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Ability to withstand extreme weather conditions.
 4. Ability to distinguish among colors.
 5. Ability to work with exposure to noise.
 6. Ability to bend, climb, and stoop.
 7. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
 8. Hand and eye coordination adequate to input computer data.
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Supervisory Responsibility (Direct and Indirect):

Direct None

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

June 8, 2021