

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Pool Cashier (seasonal, part-time)
Department: Parks and Recreation
Representation: N/A
Salary: \$17.25- \$18.00 per hour, DOQ
Varies per week; must be able to work evenings, weekends, and holidays

First Review of Applications: April 30, 2025

Position Open Until Filled

POSITION SUMMARY:

Under the general direction of the Parks and Recreation Director, the Pool Cashier is primarily responsible for collecting admission fees at the Edwards Family Aquatic Center. This position will also ensure the safety of patrons of the Edwards Family Aquatic Center by preventing and responding to emergencies.

ESSENTIAL FUNCTIONS include but are not limited to:

- Calculate admission fees, receive monies from pool patrons, and provide correct change; maintain sufficient cash to provide change, and communicate with the head lifeguard if additional cash is needed throughout the shift.
- Conduct shift cash report.
- Perform routine administrative duties such as answering incoming calls and assisting with aquatic programming registration.
- Provide excellent customer service and maintain knowledge of aquatic programming, rules, and procedures.
- Act as an information center for the Edwards Family Aquatic Center.
- Interact professionally and respectfully with the public and staff.
- Assist in maintaining an accurate pool attendance daily log.
- Make public address (PA) announcements as necessary, such as safety, operational, and customer service announcements.
- Collect, wash, and maintain the lost and found items.
- Assist in the event of an emergency as needed (First Aid, CPR, call 911).
- Enforce the City of Fircrest Edwards Family Aquatic Center safety rules, policies, procedures, facility expectations, and regulations for both staff and the public.
- Complete incident and accident reports in a clear, concise, and legible manner as required for accidents to the Pool Manager or supervisor.
- Attend staff meetings and in-service training as required.
- Maintain cleanliness and maintenance of the pool office and facility.
- Perform other duties assigned or requested by the Pool Manager and Parks and Recreation Director.

DESIRED MINIMUM QUALIFICATIONS:

- Must be at least 16 years of age.
- Must possess excellent math skills.

Education and Experience:

- Previous cash handling experience.

Necessary Knowledge, Skills, and Abilities:**Knowledge of:**

- Ability to read, write, and perform mathematical calculations.
- Working knowledge of aquatic programs, activities, and services.
- Strong knowledge of safety guidelines and practices.
- Working knowledge of local government organization and operations.

Ability to:

- Ability to complete required departmental cashier training.
- Ability to communicate clearly, concisely, professionally, and courteously, utilizing effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships and work positively and professionally with other employees, supervisors, and the public.
- Ability to work independently and demonstrate sound judgment and initiative.
- Ability to work under pressure with frequent interruptions and in stressful situations.
- Ability to safely perform job tasks in a variety of aquatic settings.
- Ability to remain observant, safety conscious, and able to react calmly and quickly in an emergency.
- Ability to identify problems and recommend solutions.
- Ability to tactfully handle and maintain confidentiality of records and information.
- Ability to exhibit a strong commitment to internal and external customer service.
- Ability to maintain predictable and regular attendance.
- Ability to maintain a sense of humor and positive attitude.
- Ability to present a positive, friendly image to the public using tact and courtesy.

LICENSE AND CERTIFICATION REQUIREMENTS:

- CPR and First Aid Certification

SUPERVISION:

Work is performed under the general supervision of the Parks and Recreation Director. This position does not supervise others.

TOOLS AND EQUIPMENT USED:

Work involves using a personal computer, Microsoft Office applications, other job-specific software, copiers, printers, calculators, fax machines, multi-line phone systems, and other general office equipment, as well as mobile devices.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is performed both indoors and outdoors, in varied weather conditions, with exposure to moderately loud noise levels. There may be possible interactions with irate or difficult individuals.

Physical demands include prolonged periods of sitting, standing, walking, and the ability to talk and hear. Hand-eye coordination is essential for responding to life-saving emergencies, operating computers, and using office or safety equipment. Manual dexterity is required for handling, grasping, reaching, feeling, or operating objects, tools, or controls. Specific vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employees must frequently bend, stoop, kneel, crouch, squat, twist, climb, crawl, or swim. Employees must occasionally lift or move objects weighing up to 25 pounds.

Work schedules may vary and can include mornings, afternoons, evenings, weekends, and holidays. Employees will be required to wear safety protective gear when necessary.

SELECTION GUIDELINES:

The selection process may involve a formal application, evaluation of education and experience, oral interviews, reference checks, and job-related tests as appropriate.

ADDITIONAL INFORMATION:

The City is committed to complying with the Americans with Disabilities Act. Reasonable accommodation will be provided as required to enable individuals with disabilities to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation during the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment and is subject to change based on the needs of the City. It is intended to provide a general overview of the duties and responsibilities of the position. Employees will be required to follow any other job-related instructions and may be assigned other duties as necessary or as requested by their supervisors. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment appropriate to the role.

BENEFIT INFORMATION:

This is a seasonal position and is not eligible for benefits available to non-seasonal employees. Seasonal employees accrue paid sick leave pro-rated based on hours worked. In compliance with Washington State Law, all employees accrue at least one hour of paid sick leave for every 40 hours worked.