

**JOB DESCRIPTION:
Swimming Pool CASHIER**

REPORTS TO: POOL MANAGER

JOB SUMMARY: Reporting to the Swimming Pool Manager this position holds the primary responsibility of customer service attendant and assisting the Manager in the seamless operation of the Pool Office.

COMPETENCIES:

- Positive Attitude
- Excellent Customer Service
- Able to work as a team and individually
- Cash Handling skills an asset
- Problem solving skills

JOB DUTIES:

- Respect and support all staff members to project a positive, professional atmosphere at all times
- Ensuring the satisfaction of all patrons
- Follow all office procedures as designated by the Pool Manager and/or Director of Recreational Services
- Maintain an accurate Daily Usage Log
- Receive all cash and maintain a record of each transaction
- Assist in the daily cash out
- Reports all public complaints/concerns to manager on duty for proper disposition
- Attend all in-service events
- Learn and act as indicated in the Aquatic Emergency Action Plan
- Participate in the daily cleaning duties of the facility
- Participate in social media and marketing

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Date Approved: March 26, 2020

Resolution # **280/20**

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