

**JOB DESCRIPTION:  
POOL CASHIER**



**REPORTS TO:** Pool Manager

**JOB SUMMARY:** Responsible for customer service and assisting the manager in the seamless operation of the Pool Office.

**ESSENTIAL REQUIREMENTS:**

- Satisfactory Driver's Abstract Report
- Satisfactory Criminal Record Check including Vulnerable Sector Check

**COMPETENCIES:**

- Positive Attitude and excellent Customer Service
- Able to work as a team and individually
- Cash Handling skills
- Problem solving skills
- Experience with Excel
- Organized

**RESPONSIBILITIES:**

- 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
- Perform related work as required or directed by the Pool Manager.