

**CITY OF GONZALES  
POSITION DESCRIPTION**

**TITLE:** Pool Cashier  
**DEPARTMENT:** Swimming Pool

**JOB CODE:** Seasonal-Summer Program  
**FLSA STATUS:** Non Exempt

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**Summary:** Under general direction of the Pool Manager and as established by City Council, cashiers will be responsible for handling all transactions at the gate/concession stand and dealing with the public. Good Customer Service is a significant portion of this position requiring a positive and friendly attitude towards patrons. This position directly reports to the Pool Manager for supervision.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Setup/close register, which includes counting and recording all transactions.
- Responsible for keeping track of concession inventory, attendance records and cash reports.
- Responsible for knowledge, informing patrons and enforcement of all pool rules and regulations.
- Responsible for the securing all equipment and supplies throughout the workday.
- Answer phone and communicate with public in a courteous manner.
- Participate in all required staff development trainings and staff meetings.
- Responsible for maintaining office/concession area throughout the workday.
- Report any incidents, accidents, problems or concerns to Pool Manager.
- Other duties as assigned.

**Required Knowledge and Skills:**

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds
- Must be able to work effectively and cooperatively with patrons, co-workers and Supervisor.
- Must have mature attitude, and be able to make sound judgment in emergency situations.

**Required Education, Experience and Certification:**

- Must be a minimum of 16 years of age.
- Prior customer service and/or cashier experience a plus.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office setting.
- May be subject to standing, sitting, bending, reaching, kneeling and lifting (up to 50 lbs.).

**Equipment and Tools Utilized:**

- Equipment utilized may include cash register, phone, copier and other related tools and equipment.