



Town of Rocky Mountain House

POSITION DESCRIPTION FOR:

Cashier

Department:	Community and Services Department	Effective Date:	January 27, 2022
Reports To:	Aquatic Centre Manager		

General Accountability:

The Cashier is responsible to provide front desk reception to our patrons including cashier work and maintaining the front lobby and office. Must be available evenings and weekends.

Core Duties:

- To ensure proper cash handling
- To deal courteously and compassionately with the public
- To assist in emergency situations according to the Emergency binder and the Aquatics Manual
- To ensure clean lobby and office areas
- Maintain a good public image
- Proper cash handling and computer knowledge
- Attend in-service sessions, staff meetings
- Proper, polite enforcement of all pool rules and policies (See Aquatics Manual)
- Proper dress code and conduct while on duty
- Be on time for work
- Work as a team, "Together and Cooperatively."
- Carry out various facility related projects and jobs as assigned by your supervisor
- Cash Register: carry out proper procedures for checking in patrons, taking lesson registrations, selling passes and pool merchandise.
- Ensure cleanliness of the pool facility including changerooms, washrooms, and all other public and staff areas.
- Operating office equipment such as computer, printers, cash
- Answering and directing telephone calls and responding to a range of inquiries in a courteous and professional manner
- Work cooperatively and effectively with all staff
- Maintaining the pool reception area and lobby in a clean, safe, operable, and efficient manner, as per daily task sheet
- Monitoring of public access and activities in a professional and polite manner
- Review the Emergency Procedure binder on a regular basis and know your role in emergency situations.

Support to others

- Works closely with Aquatic Centre Staff

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual
- Participate in the Health & Safety training, meetings and reporting.

Reports To:

- Aquatic Manager
- Head Lifeguard
- Sr. Lifeguard
- Guest Services Clerk – Aquatic Centre

Minimal Qualifications:

- Min 15 years of age (14 with letter of consent from parent or guardian).
- Alberta government approved Standard First Aid with CPR C and AED.
- Desire to pursue a career as a Lifeguard/Swim Instructor. Bronze Certifications an asset.
- Able to assist in emergencies associated with the Aquatic Centre.
- Well-developed interpersonal skills, including written and verbal communication in English.

Guidance Received:

Directives, manuals, regulations, ordinances, or other written guidelines used regularly by this position are:

- Town of Rocky Mountain House Bylaws
- Written and/or oral directives received from the C.A.O
- Town of Rocky Mountain House Policies and Procedures.
- Aquatics Manual

Contacts:

The Part Time Cashier will frequently have contact with the following:

- General Public
- Town of Rocky Mountain House staff
- Town of Rocky Mountain House organizations

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are:

- The Cashier works closely with the Recreation and Community Services Department.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Being seated for long periods of time
- Bending & twisting motions
- Lifting up to 50 lb

- Being on your feet for long periods of time

CAO Approval:



Date: 01/27/22

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of the Cashier. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____