

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

ORDINANCE NO. 33-15
EXHIBIT A

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Classification Title:	Pool Cashier	Civil Service Status:	Unclassified
Department:	Parks and Recreation	FLSA Status:	Non-Exempt
Immediate Supervisor:	Pool Supervisor	Bargaining Unit Status:	Excluded
Employment Status:	Seasonal	Positions Supervised:	None

JOB RESPONSIBILITIES:

Performs other related duties as required

Under supervision of the Pool Supervisor, provides friendly, effective, and efficient customer service to patrons by processing sales of patron passes, daily admittance fees, and payments for merchandise, programs, and activities; monitors and regulates patron flow in and out of the facility while assisting patrons in transactions; answers in-person, telephone, or social media customer inquiries in a courteous and professional manner and provides general facility information; operates cash register/ point of sale (POS) system and ensures completion of accurate daily records and/or documents; adheres to and enforces all facility rules, policies, regulations, and procedures in a courteous and professional manner.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Must be at least seventeen (17) years of age. Minimum one (1) year experience in a position responsible for processing monetary transactions (e.g., retail sales) or dealing with the public, preferred; proficiency in Microsoft Office, particularly Excel, Outlook and Word; or any combination of education and experience which provides the necessary knowledge, skills, and abilities to perform the job.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Greets and admits the public in a friendly manner. Processes membership sales and collects aquatic center fees and payments for merchandise, programs, and activities, which includes receiving payments by cash, check, or credit card, and verifying patron age, residency, and work place information; issues receipts and accurately records transactions.

Verifies patron passes and/or accepts and processes payments for daily admission while regulating and monitoring efficient patron flow in and out of the facility.

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KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City/Department goals and objectives;* City/Department policies and procedures;* pool fees, activities, and program information;* cash management principles; basic arithmetic, including addition, subtraction, multiplication, and division; hardware and software utilized by the City;*.

Skill in: adding machine or calculator operation; computer operation and the use of job-related software; use of modern office equipment.

Ability to: communicate effectively with other employees and the public; provide and carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; calculate fractions, decimals, and percentages; prepare accurate documentation; maintain records according to established procedures; compile and prepare reports; understand a variety of written and/or verbal communications; travel to and gain access to work site; develop and maintain effective working relationships with coworkers, supervisors, and the public; operate standard office equipment, including, but not limited to, telephone system, computers, copy machine, membership ID equipment, and cash register/POS system; provide quality customer service.