

JOB DESCRIPTION

City of Patterson



Human Resources

CASHIER (PART-TIME)

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under direct supervision, the Cashier works at the Recreation Facility Complex, specifically the City Aquatic Center. This is a part-time and seasonal position that will be responsible for collecting concession fees, and admissions. May be responsible for the receiving of instructional and other program revenues. Must accurately collect and account for all monies collected. Responsible for the financial integrity of all funds collected and is responsible for tallying and reconciling funds received at the end of the shift. Deposit daily aquatic revenues as instructed at appropriate city facility or with appropriate staff. Must be able to generate and reconcile revenue reports.

DISTINGUISHING CHARACTERISTICS

The Cashier is the entry level position of this class. The identifying differences between the next level of Lead Cashier is that the latter has more experience, takes on a lead role, may provide training and is expecting to perform at a higher level; reconciling cash reports and resolving inquiries, issues, and variance transactions. Lead Cashiers also assist with procurement and inventory tracking.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Recreation Programs Supervisor and may receive training and guidance from a Recreation Specialist and Aquatics Manager.

This position does not routinely exercise supervision. A Lead Cashier is expected to provide training and oversight to those at the lower Cashier level.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Collects and controls the collection of pool admissions and concession sales.

Receives and accurately records program revenues.

Accounts for all monies collected by maintaining accurate receipts, transaction records and ledgers.

Makes daily deposits to appropriate City location or staff as per procedures.

Prepares financial reports related to pool and concession revenues.

Respond to phone inquiries, rental requests and perform registration of aquatics programs.

Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic principles and practices of cash handling and financial record keeping; modern office practices including effective use of a personal computer and program standard software applications; principles and practices of customer service; knowledge of food service and preparation.

Ability to: Operate a cash register, calculator, and computer, make accurate mathematical computations; correctly count and change money of all denominations; keep financial and statistical records; operate orderly and honestly in the handling of all revenues. Communicate clearly, concisely, and effectively, with co-workers, parents, young children and teens and the public. Maintain a neat and clean work area; understand and follow oral and written instructions.

Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position.

NECESSARY SPECIAL REQUIREMENTS

18 years of age or older preferred. If under 18, must qualify for a work permit and have completed your sophomore year in high school.

Bilingual (Spanish/English) preferred.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: Cashier – None Required. One (1) year of recreation or related experience, preferred.

Lead Cashier - Two (2) years of recreation or relevant experience, including one year as a Cashier with the City of Patterson Recreation Department.

License or Certificate: Possession of a valid California Class C Driver's License,
Community First Aid and CPR Certification within one year of appointment.

PHYSICAL REQUIREMENTS

Physical Requirements: May be required to sit for extended periods, to hear and speak to communicate effectively on the phone and in person; intermittently twist and bend to reach; and use simple grasping and fine manipulation for keyboard or cash register. May be required to stoop and reach above shoulder level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Environmental Conditions: Work is performed in a recreation facility or in the field; noise level is usually quiet while in the office to moderately loud when in the field or at the pool.

FLSA Status: Non-Exempt

Approved: July 2021

Updated: March 23, 2022