

# Lena Community Park District Job Description

**Position:** Splash Land Cashier

**Responsible To:** Pool Manager, Board of Commissioners, and Assistant Manager in the absence of pool manager.

**Qualifications:** Trustworthy, ability to operate cash register and properly handle monetary transactions. Ability to maintain order and represent the park district in a professional manner. Perform opening and closing cleaning tasks and assist where and when needed. At least 14 years of age with a work permit. Ability to lift 30+ lbs to aid in rescues or pick up general pool equipment. Be neat and professional in appearance.

**General Job Description:** Work under the manager or assistant manager, be prepared 15 minutes prior to opening by having opening chore sheet completed and help complete other staff chores if needed. Make sure all paperwork needed for your shift is available. Complete your shift change or closing chore sheet before clocking out or leave the facility, to include pass downs to manager or replacement cashier.

## **Specific Cashier Tasks Statement:**

1. Count start up money along with having Manager count as well. Whether you are the opening cashier or shift change cashier. If start money is not correct determine with manager where mistake may be. If change is need ask manager to retrieve change for you from the bank or petty cash down in the main office.
2. Prepare for opening or changing over shifts by following the cashier chore sheet.
3. Handle customers one at a time. If help is needed ask manager for assistance.
4. Keep accurate records and receipts. Ask manager to assist you if there seems to be a discrepancy in your paperwork.
5. Upon closing or shift change “tie out” register count start up money place in a bank bag and safe, count and match income to register tape, fill out deposit slip, place in another bank bag, Have manager count both bank bags and check work before clocking out.
6. If you are a shift change count your start up money, make sure register is tied out, take any information from previous cashier. At the end of the day complete steps from #5.
7. Complete Closing Chore sheet and receive the ok to clock out for the day.
8. Go over and know our Emergency Action Plan in case of emergency. Know what your position and job is to help execute the plan in a calm and orderly fashion.

9. Be neat and professional in appearance, wear uniform if one has been issued.
10. Perform other duties as assigned by supervisor(s).

**Desired Education and Experience:**

1. At least 14 years of age with work permit.
2. A good grasp on handling money, deposits, and cash registers.
3. Ability to complete tasks and follow directions with professionalism.
4. Ability to control patrons in a calm and orderly fashion.
5. Cheerful, helpful, and ready to go, as you are the first person our customers see!

**PLEASE NOTE THIS IS A SEASONAL SUMMER POSITION. OUR PARK DISTRICT FACILITIES AND PROGRAMS ARE OPEN 7 DAYS A WEEK AND REQUIRE STAFF TO BE AVAILABLE THROUGHOUT THE SUMMER WEEKS TO INCLUDE SOME WEEKENDS. WE REALIZE STAFF WILL ALSO NEED TO REQUEST SOME DAYS OFF.**

By signing below, I verify that I have reviewed this job description with a supervisor and understand the job duties that I am assuming by accepting this position.

---

Employee

---

Date

---

LCPD Supervisor

---

Date