



## Freeport Park District

### Job Description

**Job Title:** Pool Cashier

**Department:** Recreation

**Reports To:** Aquatics Supervisor

**Starting Pay:** \$15.00 / hour

**SUMMARY:** The Freeport Park District is seeking responsible, friendly, and customer focused individuals to serve as pool cashiers at the Read Park Family Aquatic Center. Pool cashiers are responsible for admissions and cashier operations while helping ensure a safe, clean and welcoming environment for all patrons.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for cash handling and admissions at the Read Park Family Aquatic Center
- Ensure safety and cleanliness of the facility and entrance areas
- Provide excellent customer service and assist patrons as needed
- Open and close the facility as assigned
- Maintain accurate records of admissions, inventory, and supplies
- Enforce rules and regulations of the Freeport Park District
- Report any unsafe or unusual acts or situations to the supervisor
- Assist with Aquatic Center admissions and operations
- Assist with Risk Management Activities

#### QUALIFICATIONS

- Experience working with the public preferred
- Familiarity with cash handling procedures
- Ability to solve problems and follow instructions
- Strong communication and customer service skills
- Ability to work flexible hours, including evenings, weekends, and holidays
- Successful completion of background check and mandated reporter training

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Ability to read and understand basic instructions and rules
- Ability to add, subtract, multiply, and divide; ability to handle money accurately
- Ability to solve problems and respond appropriately to situations
- Ability to interact positively with patrons and staff
- Ability to remain calm and professional in a busy public setting

## **WORK ENVIRONMENT**

Work is performed outdoors and regularly involves exposure to water, wet or humid conditions.