

ASOTIN COUNTY PUBLIC FACILITIES DISTRICT

**1603 Dustan Loop
Clarkston WA 99403
(509) 758-0110
www.theaquaticcenter.org**

Position Title: Cashier, Modified Full Time

Reports to: Shift Facility Supervisor

FLSA Status: Modified Full-Time/Hourly

Salary: \$17.06 - \$18.10/hourly (2024)

Schedule: 30 hours/week, Tuesday – Friday, 5:00 a.m. – 1:00 p.m.

Benefits: Dental/Vision/Retirement/Life Insurance/Paid Vacation, Sick, and Holidays
(not included: Medical)

JOB DUTIES AND RESPONSIBILITIES:

As the face of the Facility, meets and greets each patron with a friendly and open manner. Accurately collects fees and merchandise sales and charges, provides correct change to cash transactions, greets and assists patrons, answers telephone calls, and provides up-to-date information to inquiries. Performs other tasks to support the day-to-day operations at the Asotin County Aquatic Center. Assists other facility staff members in the overall operation of the facility to include cleaning and minimal maintenance as necessary as well as other duties as assigned. Attendance is an essential function of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exceptional customer service skills while also enforcing Facility safety rules and regulations
- Mathematical skills such as adding, subtracting, multiplying, and dividing using whole numbers, common fractions, and decimals to prepare accurate point-of-sale transactions
- Operate the Active Net recreation software functions to collect fees and provide change
- Complete all required cash handling functions and paperwork at opening/closing of shifts to include balancing cash/checks/credit transactions at the end of each work shift
- Answer telephones, take messages, and serve as the central communication area for the Aquatic Center; may require paging patrons or passing messages to other staff members
- Collect fees and charges related to daily registration, provide change, issue receipts
- Receive patrons and visitors requesting information concerning pool hours and fees, answer questions, and provide professional customer service
- Report to work ready in appropriate uniform presenting a polished image as a PFD employee
- Respond quickly and efficiently to emergency situations; may be required to report accidents/concerns involving any aspect of the Facility in HydroApp as appropriate
- Clean restrooms, pool decks, and other areas of the facility as necessary
- Maintain current daily logs as well as other essential paperwork when assigned
- Check equipment on daily basis to ensure that it is fully functional and correctly assembled
- Attend monthly in-service training sessions

QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be available to work weekends, holidays, and evenings.

EDUCATION AND/OR EXPERIENCE:

Prior customer service experience preferred.

LANGUAGE SKILLS:

Must be able to read, write, and speak English.

REASONING ABILITY:

Demonstrate the ability to:

- Handle complex issues that may involve sensitive information
- Recognize a guest in distress and respond accordingly to the situation
- Manage difficult situations that may include patrons or staff members
- Deal with conflict in a professional manner and resolve issues

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee may be requested to become CPR certified.

OTHER SKILLS AND ABILITIES:

Must be knowledgeable in conflict resolution.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk and hear/listen. The employee is frequently required to sit, stand, walk, reach with arms, use hands and fingers, handle or feel, stoop, kneel, crouch and crawl. The employee may be asked to lift and/or move up to 100 pounds and occasionally team lift and/or move up to 300 pounds.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts, fumes or airborne particles; toxic or caustic chemicals and outside weather conditions.