

CITY OF ROSEVILLE

RECREATION CASHIER I
RECREATION CASHIER II
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to receiving receipts and accounts for program revenues; assists in the maintenance of financial records; and performs related work as required.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recreation Cashier I

Perform proper cashiering procedures and customer service including the sales of swim passes, pool admittance, class registrations, membership sales and concession items.

Accurately account for all moneys collected; deposit daily revenue at proper city location.

Monitor conduct in the office, concession area and/or immediate surroundings.

Keep office area neat and clean.

Interpret city program rules and regulations.

Promote and enforce safety procedures including proper use of equipment; render first aid and CPR, if certified, as required.

Know, understand and communicate department programs and services.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Recreation Cashier II

In addition to the qualifications for Recreation Cashier I,

Act as on-site Supervisor, overseeing daily operation of facility and staff.

Issue daily start up moneys; prepare deposits for armor car service.

Recreation Cashier I/II

Part Time, Temporary

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Verify reconciliation forms and discuss and investigate discrepancies.

Prepare weekly staff schedules.

Conduct and organize ongoing staff meetings and training.

Perform inventory, stock rotation and verification of accuracy regarding vendor deliveries.

MINIMUM QUALIFICATIONS

Recreation Cashier I

Knowledge of:

Basic knowledge of arithmetic including addition, subtraction, multiplication and division.

Basic principles and practices of financial record keeping.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures, cash registers and computer hardware and software.

Principles and techniques of first aid and CPR.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; stand for long periods of time; walk; interpret understand and follow policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up and move tables, chairs and supplies; lift or carry weight of 45 pounds or less.

Operate a cash register and make necessary cash transactions with speed and accuracy; correctly change money of any denomination.

Make accurate mathematical computations.

Keep accurate records of payments received.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Recreation Cashier I/II

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Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to operate a computer as necessary to perform job duties.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

None required.

Training:

Equivalent to completion of the tenth (10th) grade or fifteen (15) years of age.

License or Certificate

Some positions may require possession of a valid California driver's license by date of appointment.

Possession of CPR and First Aid certificates within six months of hire

Recreation Cashier II

In addition to the qualifications for Recreation Cashier I,

Knowledge of:

Recreation Cashier I/II

Part Time, Temporary

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Principles and practices of employee training and supervision.

Principles and practices of financial record keeping.

Ability to:

Supervise, and train temporary staff.

Experience and Training

Experience:

Two (2) years of increasing responsibilities related to money handling and customer service.

Training:

Equivalent to completion of the eleventh (11th) grade or sixteen (16) years of age.

License or Certificate

Some positions may require possession of a valid California driver's license by date of appointment.

Possession of CPR and First Aid certificates within six months of hire.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

08-16-18

07-04-09

02-02-06

09-21-00

12-18-99

01-14-80

10-30-73

-67

-65

Recreation Cashier I/II