

## Village of Cross Plains

### Pool Basket-Room Attendant (Limited Term)

#### Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

#### **GENERAL STATEMENT OF DUTIES:**

Under the general direction of the Parks & Recreation Director and supervision of the Pool Manager, the Admissions/Concession Stand Cashier will monitor access to the outdoor pool and sell food at the concession stand.

#### **TERM OF EMPLOYMENT:**

The Tickets/Concession Stand Cashier will have between 10 – 30 hours per week during the Pool Season (Memorial Day – August 28)

#### **DUTIES/RESPONSIBILITIES**

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

1. Serves as initial public contact person for the Village of Cross Plains Pool. Will be responsible for answering the telephone and assisting customers at the front counter
2. Enforce department policies and procedures concerning admission to the Pool and Pool Rules
3. Sell day passes to customers
4. Food sales and preparation
5. Follow Department policies and procedures as well as Health Department Guidelines
6. Help in daily operations of opening and closing concession stand

#### **KNOWLEDGE AND ABILITIES**

1. Excellent customer service skills
2. Must be able to withstand frequent standing, walking, and sitting during the day
3. Ability to carry out assigned tasks with minimal supervision
4. Ability to add fees, collect money, and give correct change

#### **QUALIFICATIONS:**

1. Must be at least 14 years of age
  2. Experience in cash handling including basic addition and subtraction
  3. Must be able to effectively communicate with the general public and pool staff
  4. Must be willing to work flexible hours including nights and weekends
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