

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9740

SWIMMING POOL CASHIER

NATURE OF WORK

This work involves collecting pool admissions, registrations for swimming lessons, and seasonal swimming passes.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Collects admission and other swimming related fees and prepares daily financial reports and deposit slips.

Provides customer assistance to swimmers and telephone callers, responding to inquiries and complaints.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to receive fees, make correct change, and operate a cash register.

Ability to communicate effectively with workmates and the public.

Ability to move about the facility 80 to 100% of the workday.

Ability to understand written and oral instructions.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Cash Register

Telephone

Calculator