

## SWIMMING POOL CASHIER

### DEFINITION

To perform routine cashiering duties in the operation of a point-of-sale terminal and maintenance of related records.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from swimming pool supervisor.

### EXAMPLES OF DUTIES - Duties include, but are not limited to the following:

Operate point-of-sale terminal; make change as appropriate.

Receive and account for cash and checks; balance money and may assist in the preparation of daily bank deposits.

Prepare and maintain files of records and reports required by established district guidelines.

Provide general information to the public regarding pool hours, swimming class schedule, and cost.

Register public for swimming classes; issue receipts.

Prepare daily reconciliation report for point-of-sale terminal.

Assist in the operation of the pool concession stand; may assist in the maintenance, ordering and inventory of items sold by the pool concession stand.

Perform other duties related to this position.

### QUALIFICATIONS

#### Knowledge of:

Basic arithmetic principles for cashiering and inventory.

Basic record keeping.

#### Ability to:

Learn to use point-of-sale terminal.

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**Swimming Pool Cashier (Continued)**

Ability to:

Maintain and balance cash register records.

Perform basic arithmetic calculations and keep accurate records as applied to basic record keeping, inventory and cashiering.

Understand and follow oral and written instructions.

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

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some cashiering experience is desirable.

Training:

Formal or informal training which provides the ability to read, write, and perform basic arithmetic at a level necessary for successful job performance.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

Primary work is performed within an office environment that is open to outside weather conditions and a moderate noise level; occasional exposure to wet, humid surfaces; requires lengthy periods of standing or sitting elevated on a high stool; frequent response to in-person and telephone inquiries requiring hearing and speech acuity sufficient to communicate in person or by telephone; visual acuity sufficient to read alphabetical and numerical data from printed material; hand and finger dexterity sufficient to operate a cash register; occasional need to bend, kneel, reach, stoop, and crouch.