

CITY OF IRWINDALE

RECREATION AIDE/POOL CASHIER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provides general assistance and support to recreation program and activities; receives, disburses, and accounts for fees and payments for the municipal swimming pool facility; verifies age and height requirements; and performs a variety of general and routine administrative tasks in support of recreation programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides courteous and expeditious customer service to the general public and City staff.
2. Performs payment transactions with the public; collects payments for instructional fees, admissions, and facility rentals.
3. Assists with reports for daily cash and check transactions; maintains a variety of records.
4. Responds to a variety of questions and inquiries from the public including explaining fees, hours of operation, and services provided.
5. Provides a variety of guest assistance including front gate operations and facility maintenance.
6. Organizes and maintains accurate records on attendance, receipts, and ticket reports.
7. Maintains program supplies and pool equipment.
8. Assists in facility set ups for parties, swim meets and special events as well as assisting with citywide special events and community recreation activities.
9. Assists pool personnel with emergency procedures.
10. Performs miscellaneous clerical work; operates computer terminals; receives and responds to phone calls.
11. Adheres to City and departmental policies and procedures.
12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic principles of recreation programs.
- Techniques and methods of organizing group activities.
- Basic public relations.
- Basic mathematics.
- Office procedures, methods, and equipment including computers.
- Occupational hazards and standard safety practices.

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Recreation Aide/Pool Cashier (*Continued*)

Ability to:

Demonstrate excellent customer service skills.

Work under pressure to meet deadlines.

Learn cashiering methods and procedures.

Perform basic arithmetical calculations at a level required for successful job performance.

Learn basic first aid procedures.

Operate a variety of office equipment including a computer.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade or currently attending high school.

Experience:

Some experience as a participant in recreational leadership activities is desirable.

License or Certificate:

Must be at least 16 years of age (minors need to submit work permit at time of appointment).

Possession of a CPR and First Aid certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates