

# City of McAllen

## Job Description Report

**Job Title: Pools-Swimming Pools Cashier**



### Basic Information

Effective Date:	3/15/2017	Revised Date:	3/2/2023
Department:	Pools	Supervises:	0
Classification:	Non-Exempt/Hourly	Pay Basis:	Hourly
Reports To:	Pools- Aquatics Superintendent	Pay Status:	Seasonal
Approved By:		Pay Frequency:	Bi-Weekly
Job Grade:	0	Salary Range:	\$9.62 hourly -

### Job Description

Under general supervision and procedural control of the Pool Manager through delegated authority of the Coordinator under the Aquatic Superintendent, the Cashier clerk is responsible for collecting entry fees and conducting cashiering and related clerical functions for the City of McAllen Aquatic and Outdoor Recreation facilities. The employee provides direct customer services to the public which requires the utmost tact, courtesy and diplomacy.

## **Job Responsibilities**

- 0.00
1. Serves as a professional cashiering representative.
  2. Processes customer fees for Pool and Outdoor Recreation admittance.
  3. Provides the customer with complete and accurate information about Aquatic and Outdoor Recreation Facility rules, regulations and dress-code policies.
  4. Processes customer request for services.
  5. Provides continuous service to the public frequently involving sensitive matters.
  6. Reconciles cash drawer with Pool Manager.
  7. Assists in meeting overall program objectives, safety and quality.
  8. Assists in maintaining outdoor recreation and pool facilities in a safe and sanitary condition by performing tasks as requested by the manager or his/her superior.
  9. Assists in keeping work area cleaned and sanitized, to always have it ready for the next shift.
  10. Maintains strict but courteous enforcement of all rules and regulations included within the manual.
  11. Follows orders and requests of the Pool Manager, Pool Coordinator and/or the Aquatics Superintendent.
  12. Maintains courteous, friendly and cheerful to all pool and outdoor recreation guests and fellow employee's in the performance of his/her duties.
  13. Reports potentially hazardous and unsafe conditions to the Pool Manager or Parks and Recreation Department.
  14. Maintains an acceptable appearance at all times, as to both uniforms and personal hygiene. Cashiers must wear the uniform, if adopted or recommended by the Parks and Recreation Department, at all times while on duty.
  15. Assists on other projects, special events and job related tasks in the department when requested.
  17. Performs other related duties.
  18. Attends in-service training sessions scheduled by superiors.

## **Knowledge, Skills and Abilities**

### **Minimum Requirements**

1. Open to applicants 16 years of age or older.
2. Must be enrolled or have obtained a high school diploma or GED equivalent.
3. Must have general understanding of cash handling, counting money and reconciling cash records.
4. Must be able to communicate verbally in English; bilingual in Spanish preferred.
5. Must be able to use basic arithmetic to compute and change currency.
6. Must be able to count money and give change in U.S. Dollars.
7. Must be able to communicate with all kinds of people.
8. Must be able to perform routine work and repetitive tasks with accuracy.
9. Must be able to meet the public in a courteous manner, using tact and diplomacy.

**Physical Requirements**

Physical Demands    1. Employee works outdoors, irregular hours or shifts.  
                              2. Job generally requires little or no physical effort, little movement and infrequent lifting items weighing 5-15 lbs.

**Additional Information**

1. This is a part-time seasonal position. The length of employment will be determined by the program's success in attracting participants and providing services. If the program fails to enroll enough participants to justify cost, the program, at that individual site, will be canceled, and those personnel terminated or reassigned to another location.
2. Employee is required to know all work required procedures and maintain standard attendance and employee professionalism.
3. Job requires basic knowledge of equipment operations or maintenance, records preparation and/or operations in other departments.

**Disclaimer**

This job description summarizes essential job functions and minimum job requirements for entry level work and typical duties illustrative of the type of work customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of McAllen are employment at will positions. Job descriptions are subject to periodic updates and modifications. The City reserves the right to change work assignments and other aspects of a job. The City of McAllen is an Equal Employment Opportunity Employer, and does not tolerate unlawful discrimination or harassment based on race, color, sex, religion, national origin, age or any other protected status under applicable federal, state or local laws.

---

HR Signature / Date

---

Hiring Manager Signature / Date