



City of University City

EMPLOYMENT OPPORTUNITY



Job Title	Cashier (Heman Pool/Centennial Commons Concession)
Department	Department of Parks, Recreation, and Forestry
Closing Date for Resumes/Applications	Open
Pay	\$9.00 Per Hour
Exempt/Non-exempt	Non-Exempt
Status	Part Time/Seasonal

Responsible for the general daily operations of Heman Park Swimming Pool/Centennial Commons Concession area.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for all transactions involving concession sales.
- Maintain safe working conditions and sanitary work areas.
- Prepares basic concession items
- Operate recreation software and regular office equipment in an effective manner
- Follows established cash handling procedures; balancing all transactions at the end of each shift and preparing individual deposits.
- Provides excellent customer service; interacts with customers in pleasant, professional manner.
- Assist with ordering supplies and inventory controls.
- Other tasks as assigned by supervisor.

Desirable Knowledge, Skills and Abilities

- Ability to perform basic mathematical calculations
- Ability to perform cashier duties accurately
- Ability to understand and follow verbal or demonstrated instructions;
- Ability to maintain a clean and neat appearance at all times.
- Ability to work independently and efficiently without constant supervision.
- Ability to have a quick response in emergency situations; handle stressful situations.
- Ability to maintain a positive image for the City of University City and Centennial Commons at all times.
- Ability to communicate effectively in oral and written form.
- Ability to work a combination of days, evening, weekends and holidays
- Ability to handle temperature extremes

EQUIPMENT USED TO PERFORM JOB

- Telephone, PA system, computer, copy machine.

Physical/Visual Activities and Demands

- Sitting, talking, hearing, walking, reaching, stooping, bending
- Concentrated mental and visual attention with normal hand-eye coordination required
- Clarity of vision at 20 inches-corrected or uncorrected
- Occasional moving of items up to 40lbs

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 17 years of age
- Availability is flexible for various shifts such as days, evenings, weekends and holidays
- Basic cash handling and computer experience.

Contact Information

Interested applicants should apply using this link: <https://ucitymo.applicantpro.com/jobs/>

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.