



City of University City

EMPLOYMENT OPPORTUNITY



Job Title	Cashier (Heman Pool Control Desk)
Department	Department of Parks Recreation & Forestry
Closing Date for Resumes/Applications	Open
Pay	\$9.45 Per Hour
Exempt/Non-exempt	Non-Exempt
Status	Part Time/Seasonal

Responsible for the general control desk operations of Heman Park Swimming Pool

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 admission to Heman Park Swimming Pool
- Responsible for making sure patrons following pool rules upon entering pool facility.
- Receives the public and answers questions; responds to inquiries and communicates openly with patrons and staff in a friendly, professional manner.
- 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.
- Assists with emergency action plan
- Maintains clean and organized work areas.
- Informs supervisor of all positive and negative information regarding facilities, programs, staff or the general public.
- Attends all staff meetings.
- 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 at all times.
- Ability to communicate effectively in oral and written form.
- Ability to work a combination of early mornings, days, evening, weekends and holidays – minimum of 15 – 20 hours per week.
- 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 18 years of age
- Availability is flexible for various shifts such as early mornings, 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.