



JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501
(816) 271-4670

SEASONAL POSITION

Position:	Cashier - Pools
Wage Rate:	\$7.25/hr.
Closing Date:	Open until filled
Other Info:	Must be at least 16 years of age

Job Summary

Responsible for the processing of all incoming funds, as well as justifying daily cash reports. Must monitor entrance gate at all times. May monitor telephones. **Seasonal employment**

Essential Duties and Responsibilities

1. ASSISTS with pre-season start up procedures and post-season close down procedures.
2. ACCOUNTS for all incoming funds.
3. MAINTAINS the cleanliness of the booth/gate area and surrounding facility.
4. JUSTIFIES daily cash reports and makes daily deposits.
5. MONITORS front gate.
6. ACCOUNTS for tickets, passes and special rates.
7. DIRECT customer service representative.

Other Duties and Responsibilities

1. PERFORMS all other related duties as assigned.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, appropriate dress, being communicative, informative, fair, honest and respectful.

Required (Essential) Knowledge, Skills and Abilities

1. Good knowledge of pool safety and operations.
2. Must be able to keep track of incoming cash.
3. Knowledge of money handling, accounting and record keeping.
4. Regular and predictable attendance.
5. Conformance to the basic standards of performance and behavior.
6. Must be available to work irregular hours and at various intervals, including weekends, holiday and evening hours.
7. Must be responsible and work well with people of all ages and dispositions.

Material and Equipment Directly Used

Cleaning supplies and equipment used in maintaining the booth/gate area. Supplies in justifying daily cash reports. There may be times when use of personal vehicle may be required.

Working Conditions/Physical Requirements

Work is performed in an outside setting, including cold, dust, dirt, exposure to chemicals and extreme heat. Must be able to stand, walk and sit for extended periods of time. Must have the ability to routinely lift objects weighing as much as 20 pounds, occasionally assist lifting objects weighing excess of 100 pounds. Some overnight or day travel may be required for business purposes. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

Education

Any prior experience or any combination of formal education and work experience, which provides the required knowledge, skills and abilities. **Must be at least 16 years of age.**

AN EQUAL OPPORTUNITY EMPLOYER

The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973,
which requires that otherwise qualified handicapped individuals be protected from discrimination.

01/10/12