

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Parks & Recreation

**Position:** Cashier

**Status:** Seasonal

**FLSA Status:** Exempt-Recreational (Hourly)

**Date of Announcement:** April 4, 2019

**Application Deadline:** Until position is filled

Under the direction of the Recreation Supervisor and Pool Program Director, a cashier manages the monies accepted for use of pool facilities and concessions. This position supports the Park Department staff in their efforts to provide and conduct various programs, events and activities within Goshen City Parks.

**Essential duties and responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.*

- Accepts money from public for use of pool facilities and return change when needed.
- Maintains pass membership database; creates and prints passes.
- Operates concessions; food and beverage preparation and serving as well as accepting payment.
- Monitors the locker rooms, basket window and outdoor water slide.
- Cleans pool facility; indoor and outdoor
- Weekend and evening hours are required.
- Weekend and/or evening hours are required.
- Approximate hours range from 11:00 a.m. until 8:00 p.m. and special events.
- Performs other duties as needed and assigned.

**Requirements:**

- Must be able to add/subtract two digit numbers.
- Must be able to accurately count money & distribute accurate change.
- Must be able to apply common sense understanding.
- Must be able to hear, and see. Sitting or standing for long periods of time is expected.
- Must be able to use hand to finer motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.
- Must be able to distinguish money bills for face value.
- Must be able to deal with public in positive manner.
- Must be dependable and reliable.
- Must have basic computer skills.
- Must be at least 16 years old.
- Must be available 05/20/2019 to 09/03/2019 (approx.)

**Hours of Work:**

Varied shifts, Monday through Sunday when pool is open, weekend and evening hours required. Saturday, July 13 and Saturday, August 17 required.

**Rate of Pay:**

\$10.56/hour

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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