

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Parks & Recreation

**Position:** Cashier – Pool

**Job Category:** LTC (Labor, Trades, Crafts)

**Status:** Seasonal

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

**Date of Announcement:** March 25, 2022

**Application Deadline:** Until position is filled

Under the direction of the Recreation Supervisor and Pool Program Director, a cashier manages the monies accepted for pool admissions and point of sale concessions. This position supports the Park Department staff in their efforts to provide and conduct high quality recreation programs, events and facilities 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.*

- Money handling and payment processing.
- Maintain pass membership software; creates and prints passes.
- Operate concession stand; food and beverage preparation and serving.
- Monitors the locker rooms, basket window and outdoor water slide.
- Maintains proper food handling, food preparing and food serving procedures.
- Cleans pool facility; indoor and outdoor.
- Attend weekly in service meetings for continued training.
- Performs other duties as needed and assigned.

### **Minimum Physical and Mental Abilities:**

- Must be at least 16 years old.
- Must be available 05/09/2022 to 08/28/2022.
- Must have basic computer knowledge.
- Ability to learn and implement food-handling procedures.
- Must be able to add/subtract to accurately count money & distribute accurate change.
- Ability to sit and stand for long periods.
- Must be able to use hand to finer motions and distinguish money bills and face value.
- Ability to learn, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to verbally communicate and exchange information.
- Ability to exert physical effort with light to heavy lifting and routine stooping, kneeling, crouching, reaching, lifting and pulling; ability to climb and balance.

### **Environmental Adaptability:**

- Ability to work indoors and outdoors in extreme temperatures and inclement weather for extended periods.

### **Hours of Work:**

- Must be available 05/09/2022 to 08/28/2022
- Varied shifts, Sunday - Saturday between 8:00 am – 8:00 pm. Weekend and evening shifts required.
- Required for special events: Saturday, July 9 and Saturday, August 13

**Rate of Pay:**

\$13.00/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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