

**CITY OF CARPINTERIA  
POOL/BEACH CASHIER-CLERK**

**DEFINITION**

Under supervision performs varied sales, cashier and clerical work, including collecting monies and maintaining financial records. Responds to public inquiries in a friendly, polite manner; capable of giving clear, concise instructions in the event of an emergency. May be assigned to Carpinteria Swimming Pool or the Carpinteria Beach Concession Operation.

**CLASS CHARACTERISTICS**

This is a part-time, hourly rated position.

Cashier Clerk I

Cashier Clerk II

This class distinguished from Cashier Clerk I by full range of duties assigned. Employees at this level are fully aware of the operating procedures and policies within the work unit. Positions in this Class are flexibly staffed and are normally filled by advancement from I level.

**SUPERVISION RECEIVED**

Receives direct supervision from Beach Superintendent/Senior Pool Lifeguard.

**EXAMPLE OF DUTIES**

Pool Cashier/Clerk:

Responsible for collecting and receipting pool program, entrance and locker room fees.

Maintain daily attendance and financial records.

Maintain pool maintenance records.

Perform varied clerical, typing, filing, reception and telephone duties.

Responsible for care and maintenance of work area.

Respond to public inquiries regarding pool programs and assist in their promotion.

Conduct sale of swim related items.

EXAMPLE OF DUTIES Pool Cashier Clerk (continued)

Process incoming and outgoing mail.

Perform related duties as required.

Beach Concession Cashier-Clerk

Perform operation and maintenance duties related to beach concession store.

Responsible for daily opening and securing of facility at close of day.

Responsible for collecting monies and maintaining records of inventory and sale of beach and swim related items.

Responsible for care and maintenance of rental equipment and work area.

Respond to public inquiries in friendly, polite manner.

Perform related duties as required.

**MINIMUM QUALIFICATIONS**

Knowledge of

Principles of standard math and financial recordkeeping.

General office procedures.

Ability to

Deal with various types of people in a high public contact atmosphere.

Conduct and maintain attendance records and records for sale of beach and swim related items.

Work effectively as part of a team.

Maintain accurate financial records.

Ability to (continued)

Independently gather and compile data of routine nature.

Operate, or learn to operate, standard office equipment, including computer equipment, cash register and adding machine with acceptable speed and accuracy.

Bilingual ability in Spanish/English preferred but not required.

### **TRAINING AND EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Cashier Clerk I	High school graduation or equivalent. At least one year general office or sales/cashiering experience.
Cashier Clerk II	High school graduation or equivalent, supplemented by computer courses or training. At least three years sales/cashiering experience, including Cashier-Clerk experience at both City Beach and Pool.

### **LICENSES AND CERTIFICATION**

Must be age 16 or older.

Current certification, or ability to obtain certification, in CPR and First Aid.

### **DRESS AND DECORUM**

Parks and Recreation Department personnel are required to dress appropriately when on duty and should refrain from wearing any attire that promotes tobacco, illegal drug or alcohol products.

**WORKING CONDITIONS**

**Environmental Conditions**

Office and field environment; may travel from site to site; work closely with others; work with office equipment, exposure to noise, inclement weather conditions.

**Physical Conditions**

Physical ability to perform all job duties. Essential and marginal functions require maintaining physical condition necessary for sitting, standing, bending, kneeling, moderate or light lifting and carrying and exposure to computer screens. Functions may require extensive contact with children, parents and general public.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.