



General Definition of Work:

This is a specific position involving cash handling and customer service. This position is responsible for greeting customers and accepting payment from patrons at the St Pete Beach Aquatic Center. Performs financial transactions pertaining to the collection of the admission to the pool. Work is reviewed by Aquatics Supervisor and through accounting software.

Essential Functions/Typical Tasks:

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Greet customers
- Prepares cash drawer and register for daily business; checks and installs tape in register; takes cash. Runs the closing tapes on cash registers and places money in the safe.
- Prepares daily deposit
- Answers questions made by telephone or in person from the public regarding facility, fee schedules and general information relevant to the aquatic center made by telephone or in person.
- Keeps running inventory of daily office supplies and goods sold.
- Keeps general area clean.
- Performs related work as required.

Knowledge, Skills and Abilities:

Knowledge of cash register and accounting systems. Knowledge of aquatic operation and inventory. Ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience:

High school diploma or GED and six months experience in in cash handling or customer service position; or an equivalent combination of training and experience.

Physical Requirements:

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of Florida.

Pay Grade: 104

Status: Non-exempt, CWA

Revised: April 2019