

11/27/2018



SPHM  
HOSPITALITY

SPHM – CASHIER WATERPARK



By: | Agustinus Agus Purwanto, SE MM



# Cashier - Waterpak

## **WATER PARK CASHIER**

### **General Purpose**

To serve as a cashier for the SPHM Parks and Recreation Department. This position is a part-time, seasonal job located at \_\_\_\_\_ and/or \_\_\_\_\_. Cashier must be able to work entire season, May 15-Sept 3. Work hours are scheduled around school days at the beginning and end of Year.

### **Essential Duties**

Handle all admission and sales transactions at the front gate. Stock and supply restroom facilities during operational hours. Clean and sanitize restrooms on an hourly basis during operating hours. Assist customers as needed.

### **Supervision**

Under the direction of the aquatic manager.

### **Responsibilities**

1. Greet guests and take admissions at the front gate.
2. Operate an electronic cash register and credit card machine.
3. Perform basic mathematical computations.
4. Balance drawer and manage daily income.
5. Communicate with public in a tactful, polite, and friendly manner.
6. Clean restroom area on hourly schedule. Stock all paper supplies in restrooms.
7. Handle all sales at front gate; lockers, water diapers, apparel, etc.
8. Clean lockers and clear of items at end of the day.
9. Gather and discard lost and found items.
10. Assist in party rentals: Guest check-in, party supplies and set-up, cleaning of Party Island and Pavilion.
11. Responsible for keeping the following items out of the water park: ice chests, outside food and drinks, rafts, any flotation device.
12. Alert the water park manager immediately for the following incidences: suspicious acting persons, intoxicated individuals, adults with no children, anyone with a video camera.
13. Alert head cashier immediately regarding mistake or adjustment to the cash drawer. Must be noted on the journal tape for end of the day report.
14. Must be able to work a rotating schedule seven days a week, up to 40 hrs per week, from Memorial Weekend to Labor Day. Cashiers will rotate between Water Park and Spaulding Pool. Notify head cashier of schedule changes.

### **Qualifications**

1. Must be at least 16 years of age
2. Prior experience operating a cash register and balancing a cash drawer.
3. Ability to communicate in a positive, friendly manner with patrons.
4. One year of customer service experience with general public.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to walk, swim, sit, talk, and hear. The employee is required to use hands and fingers, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift, pull, push, and/or move heavy

items. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Work Environment

While performing the duties of this job, the employee works in outside weather conditions mostly in covered entryway. Employees will be exposed to outside temperature ranging from 80-105 degrees. Minimal duties are performed in direct sunlight. The employee is exposed to hot, wet, and humid conditions. The employee is exposed to cleaning chemicals that must be handled with extreme caution.

Selection Guidelines

Submission of a formal application, rating of education experience, oral interview and reference check, job related tests may be required.

**This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.**