

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: April 1st, 2023

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 05/15/2023 to 08/27/2023.
- 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 05/15/2023 to 07/30/2023 then weekends through August 27

Varied shifts, Sunday - Saturday between 8:00 am – 8:00 pm. Weekend and evening shifts required.

Required for special events: Saturday, July 8 and Saturday, August 12

Rate of Pay: Grade 1; \$14.52/hour

Applications are required and are available in Human Resources at 204 E. Jefferson, Suite 3, Goshen IN or online at www.goshenindiana.org, Click on “job opportunities”.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free