



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Pool Cashier
DEPARTMENT: Parks and Recreation Center
RATE CLASS: Hourly Employee – Seasonal/Temporary
REPORTS TO: Parks and Recreation Supervisor, Pool Monitor, Parks and Recreation Director
SHIFT: 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

EDUCATION/REQUIREMENT: At least 15 years of age.

SPECIAL SKILLS: An ability to facilitate positive community relations is required.

DUTIES & RESPONSIBILITIES:

- Responsible for the operations and maintenance of the pool office
- Responsible for pool cash drawer
- Collects the admission fees from patrons
- Must make sure all members and employees sign pool sign-in sheet obtaining all required information
- Monitors entrance gate
- Check in and out of all safety rescue devices
- Maintain a clean work area
- Check and monitor pool chemicals during public pool operations, reporting readings to supervisor and recording them hourly
- Balance cash drawer at end of the day with a high degree of accuracy
- Be able to demonstrate the ability to be responsible, dependable, and organized

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Pool Cashier and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. Maintain a valid Texas driver's license and able to travel. Must be able to lift a minimum of 45 lbs. Must also be able to sit, stand, type, and/or write for extended periods of time.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date