

## **CITY OF BERWYN RECREATION DEPARTMENT**

### **POSITION DESCRIPTION**

Position Title: Pool Cashier

Basic Function: To admit patrons with season pool pass. Check identification of state & driver's license for residency. Collect daily pool pass fee and administer wristbands.

Qualifications: Minimum age of 16 years with cash handling experience and good communication skills with the public.

Duties & Responsibilities:

1. Check patrons 2021 Season Pool Pass I.D.
2. Check resident's identification for daily admission.
3. Log patrons in accordingly to the log book.
4. Charge resident and non-resident daily rate fee
5. Apply wristbands to daily fee patrons.
6. Be knowledgeable of pool rules
7. Enforce rules.
8. Be knowledgeable on cash handling.
9. Applicant must be available to work from June 14, 2021 through 22, 2021

Key Contacts & Relationships:

1. Directly responsible to the Office and Aquatics Manager
2. Directly responsible to the Office Staff
3. Moderate responsible to the Pool Supervisor
4. Frequent contact with the public, pool staff and day camps.

Rate of pay: \$11.00 per hour  
Availability: weekdays/weekends/evenings  
20-40 hours per week