Job Description

Job Title:	Cashier	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	500
Status:	Part-Time	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; performs cash handling and concession duties at City Pool, Sports Complex, or the Golf Course. May include merchandise sales, depending on the assignment.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

Golf Course and Sports Complex assignment

1. Collects green fees, cart rentals, and sales of golf related items in the clubhouse.
2. Cleans facilities, both inside and out; cart care including cleaning, minor repairs, and moving carts to storage each day.
3. Performs starter marshal duties on an as needed basis.
4. Performs cashier duties with a beverage cart on the golf course, as needed.
5. Provides on-course support regarding slow pay, cart path only restrictions, tournaments, and other special event activities.
6. Food preparation.

Sports Complex assignment

1. Handles registration for programs and special events registrations.
2. Inventories concession items; reports discrepancies.
3. Ensures concession stands operated by Joplin Parks and Recreation are maintained in an orderly, clean, and sanitary condition and comply with Health Department standards.
4. Prepares food and serves to customers.
5. Addresses questions and responds to citizen's complaints.

Pool assignment

1. Collects pool fees and other payments made to the pool.
2. Receives telephone calls and citizen visits concerning the swimming pool.
3. Addresses questions and responds to citizen's complaints.
4. Inventories concession items; reports discrepancies.
5. Ensures concession stands operated by Joplin Parks and Recreation are maintained in an orderly, clean, and sanitary condition and comply with Health Department standards.
6. Prepares food and serves to customers.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Cash handling procedures; handling conflict; City and Department policies and procedures.

Skill in: Establishing and maintaining effective working relationships with other staff; providing positive customer service to the public; effectively resolving concerns or complaints; handling cash or credit transactions.

Education: High school diploma or GED is preferred, however current students are encouraged to apply.

Experience: Cashier or customer service experience of at least three months is required. The Golf Course assignment prefers golf course experience.

Licenses and Certifications: A valid state issued driver's license is not required; however, transportation to and from work and off-site training programs must be accomplished without impacting attendance.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in and around buildings and facilities and may be exposed to loud noise levels, cold and hot temperatures, cleaning chemicals and may be exposed to hazardous conditions due to athletic activities, golf course hazards or pool chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. This position requires work on weekends, evening hours, and some holidays. The Golf Course assignment requires a minimum age of 21 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	