

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Seasonal Aquatics Cashier**

**POSITION CONTROL NUMBER:** various

**FLSA STATUS:** N

**POSITION DESCRIPTION**

Works as cashier at aquatics admissions and concession stands. Greets and assists patrons providing excellent customer service. Provides information to patrons. Responsible for general cleaning throughout the facility. Performs additional duties as assigned. This position is supervised by the Aquatics Supervisor.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent temporary positions are limited to working a maximum of six (6) months and may not exceed 900 hours of work during that timeframe. Intermittent positions may be ended prior to that without cause at Management's discretion.

**WORK PERFORMED.**

**50% Cashiering.** Takes food orders. Processes payments. Practices accurate cash handling and change count-back. Performs daily cash reports. Utilizes computer-based cash register system. Practices accurate cash handling including change count-back. Follows KDHE licensing health codes. Completes daily duties as assigned.

**40% Customer Service.** Provides excellent customer service to customers and patrons. Possess a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Practices strong communication and listening skills.

**10% Other Duties as Assigned.**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- CivicRec
- Executime timecard software
- Microsoft
- Google Chrome
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

**Ability to:**

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Maintain attention to detail under busy circumstances.

## Shawnee County Position Description

## Aquatic Cashier (various)

- Demonstrate multi-tasking and problem-solving skills.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Strong decision making and analytical abilities.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various concessions equipment.
- Make proper change.

## **PHYSICAL REQUIREMENTS**

**N-Never      O-Occasional (1%-33%)      F-Frequent (34%-66%)      C-Continuous (67%-100%)**

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting		X			Driving	X			
Pushing/Pulling	X				Bending		X			High Elevation	X			
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting-40 lbs.		X			Around Moving Machinery			X	
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-40 lbs.		X			Twisting		X			Cramped Body Position		X		
Pushing/Pulling	X				Squatting	X				Sustained Positions		X		
Carrying		X			Turning		X			Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards		X		
<b>EYES</b>					Walking		X			Slippery Surfaces		X		
Near Vision		X			Standing		X			Work Above Ground		X		
Far Vision		X			Sitting		X			Work Below Ground	X			
Color Vision		X			Carrying	X				Irregular Surfaces		X		
<b>VOICE</b>					Climbing	X				Moving Objects		X		
Talking		X			Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing		X			Lifting-40 lbs.	X							X	

## **EQUIPMENT USED**

## Concession Equipment

## **MINIMUM QUALIFICATIONS**

Sixteen (16) years of age.

## **SPECIAL REQUIREMENTS**

Required to lift forty (40) pounds.

Must be available to work a wide range of schedules, including evenings, weekends and holidays.

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Aquatic Cashier (various)

Required to pass a pre-employment drug screen prior to employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 9/19

Revision History: 02/21