



Swimming Pool Cashier Position



REPORT TO:	Manager of Parks & Recreation Program
SUBORDINATE POSITIONS:	N/A
PURPOSE OF POSITION:	Primarily responsible for collecting all monies at the swimming pool facility and ensuring deposits are made daily filling out receipts and deposit forms correctly and completing cash outs.

SCOPE

Reporting to the General Manger of Community Services under the direct supervision of the Manager of Parks and Recreation the Swimming Pool Cashier will collect all monies for the Pool @ Central Park admissions and concessions. The cashier must also be familiar with all programs of the pool and able to inform the public.

RESPONSIBILITIES

1. Collect all monies at Central Park Pool for admissions, lesson fees, and concessions.
2. Daily cash outs and deposit.
3. Assist in keeping guard room clean and uncluttered, general housekeeping, folding towels, washing windows, mopping and sweeping
4. Be sure sanitary napkin dispensers are full and in working order.
5. Carry out emergency procedures as directed and ensure First Aid Kits are stocked and replace items if needed.
6. Assist other staff in organizing and coordinating of lesson sessions
7. Keep an accurate count of patrons entering and leaving the pool, adhere to all capacity guidelines
8. Maintain sufficient stock of all confectionary items, stationary supplies and cleaning supplies, order as needed
9. Participate at in-services and training (minute taking, volunteer ideas, etc.)

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The Swimming Pool Cashier must have working knowledge in the following areas:

1. Knowledge of the Lifesaving Society Programs
2. Knowledge lifesaving methods and procedures, including first aid and standard resuscitation measures.
3. Knowledge of rules and regulations governing conduct of the public at the pool.



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Skills

The Swimming Pool Cashier must demonstrate the following skills:

1. Motivated with high attention to detail
2. The ability to learn in fast paced environments under stressful situations
3. Maintain strict confidentiality

Personal Attributes

The Swimming Pool Cashier must demonstrate the following personal attributes:

1. Maintain and deliver to the standards as required by management
2. Respectful, professional and courteous demeanour
3. Productive use of your time
4. Punctual
5. Patience

PREFERRED QUALIFICATIONS INCLUDE:

1. Operation of Booking POS, Registration and membership program
2. General accounting skills
3. Good Public Relation skills
4. CPR and First Aid.

WORKING CONDITIONS

(The nature of physical effort, environmental conditions, sensory and mental demands and typical hours of work)

1. May be subject to noisy environment in carrying out lifeguarding duties with young children present.
2. Considerable periods of standing, sitting and/or moderate walking is required
3. May be subject to an emergency, in aiding a patron in need

NOTE: Duties listed are not set forth to limit the assignment of work and are not to be construed as a complete list of duties normally to be performed under the job position or those duties temporarily performed outside the normal line of work.

Wage range - \$17.53-\$18.36/hr for full time and \$16.83-\$17.87/hr for part time depending on qualifications and experience.

Employment end date is approximately September 2, 2023

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for all of the positions described above will be accepted by the undersigned up to **Friday, March 31, 2023**. (Only those considered for employment will be contacted).

Maria Freemantle, Human Resource/Payroll Officer

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