City of Benson
City Council Communication

Regular Meeting **June 10, 2013**

To: Mayor and Council Agenda Item # 4

From: Jim Cox, Interim City Manager

Subject:

Discussion and possible action in the creation of a Non-Exempt Seasonal Part-Time Pool Cashier position in Recreation

Discussion:

Customarily we hire six Lifeguards; this year we were only able to hire five Lifeguards. Therefore we feel it is necessary to hire a Pool Cashier. Hiring a Pool Cashier will provide the following benefits: reduce Lifeguard wages paid, enable us to continue to operate with regular pool hours, free up Lifeguards so they can sit their normal rotation schedule.

The pool Cashier will work up to 25 hours a week at $7.80 an hour.

Laura Parkin is available to answer questions.

Attachments:

Pool Cashier Job Description City Council Communications

Staff Recommendation:

Approval of the creation of a Non-Exempt Seasonal Part-Time Pool Cashier position in Recreation

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 28, 2013**

TO: **Jim Cox, Interim City Manager**

CC: **Melissa Quiroz, Human Resources Coordinator**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Request for Cashier at City Pool**

Customarily we hire six Lifeguards - this year we were only able to hire five Lifeguards. Therefore; we feel it is necessary to hire a Pool Cashier. Hiring a Pool Cashier will provide the following benefits; reduce Lifeguard wages paid, enable us to continue to operate with regular pool hours, free up Lifeguards so they can sit their normal rotation schedule.

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Attachments:
Pool Cashier Job Description
City Council Communications

Job Description

TITLE:	**Pool Cashier**	**JOB CODE:**	
DEPARTMENT:	**Recreation Department**	**FSLA:**	**Seasonal Part-time Non-Exempt**
PREPARED:	**May 2013**	**UPDATED:**	

Summary: Responsible for overseeing the intake of admission revenue from public swimming and lesson registrations, meeting and greeting the public in a friendly and professional manor. Other duties will include supervision of patrons at the front counter, control window to the entrance of the pool facilities and those entering the restrooms.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.*

- Responsible for accepting daily cash receipts, lesson registrations, and season passes.
- Professional customer service required when meeting and greeting the public.
- Assist Lifeguards with administrative duties to include incident, accident and complaint forms.
- Responsible for maintaining cleanliness of restrooms, pool entrance and office area.
- Provide first aid care when needed and be readily available to phone for emergency services.
- Assist with properly executing EAP (Emergency Action Plan) when needed.
- Attend mandatory meetings as required by Head Guard.
- Other duties as assigned.

Required Knowledge and Skills:

- Acceptable math skills to accurately count money.
- Ability to administer first aid and CPR with or without assistance.
- Ability to exercise good judgment and effectively enforce pool rules.
- Ability to maintain courteous and helpful working relationships with the public of all ages and other staff.
- Must be able to work effectively under direct and/or general supervision.
- Must be able to follow verbal and written instructions from supervisor(s).
- Must be able to give verbal and physical instructions to swimming pool patrons and guests.
- Ability to maintain regular and predictable attendance.

Education and Experience Required:

- Experience in public relations and money handling preferred.
- Must be age 16 years of age or older.
- Must have CPR/Fist Aid Certifications.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed both inside and outside, which may include activities in inclement weather such as rain, extreme heat or cold. Exposed to wet and/or humid conditions, fumes, toxic or caustic materials.
- Noise level is usually moderate, primarily due to children at play.
- Frequently requires sitting, talking and hearing, frequently requires walking and using hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms.
- Requires lifting and/or moving up to 50 pounds.

Equipment and Tools Utilized:

- Safety equipment.
- Calculator or cash register.

Approvals:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____