



## VILLAGE OF HINSDALE POSITION DESCRIPTION

**POSITION:** Seasonal Parks & Recreation Pool Cashier  
**POSTING DATE:** December 8, 2017  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Recreation Coordinator  
**POSITION PAY GRADE:** Starting wage is \$8.25/hour  
**FLSA STATUS:** Non-Exempt

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### **Position Purpose**

The Village of Hinsdale is seeking applicants for the position of Cashier at the Hinsdale Community Pool for the Summer 2018 Season.

### **Supervision Exercised**

None.

### **Essential Duties**

1. Monitoring daily admission to the swimming pool.
2. Verify appropriate swimming pool passes upon entrance to the facility for all pool patrons.
3. Collect appropriate daily admission fees.
4. Balance the cash drawer after your shift and prepare cash reports.
5. Monitor the number of people entering the facility.
6. Answer the telephone.
7. Assist patrons with any questions or concerns.
8. Clean and organize cashier office space as well as the outside bathroom facility.
9. May occasionally assist in first aid situations.
10. May occasionally assist with birthday parties at the pool.

### **Work Schedule**

Position is expected to start May 26<sup>th</sup> and work through September 3<sup>rd</sup>. Hours will vary based on schedule. Some early morning, day, evening, weekend and holiday work may be required. Max of 40 hours a week, generally 15-20 hours. This is a seasonal position.

## **Rate of Pay and Benefits**

Rate of pay is \$8.25/hour. There are no additional benefits associated with this position.

## **Position Requirements**

1. Experience in handling cash and other forms of payment.
2. Ability to communicate clearly to cashiers/other pool staff/patrons.
3. Respond clearly to customer inquiries and customer issues.
4. Perform general cashiering duties such as scanning items, collecting payments, verifying payment, etc.
5. Ability to manage work during busy peak hours.
6. Accepts cash or credit cards for payment and completes check and credit card transactions according to established procedures and guidelines.
7. Ensures register/counter areas are neat and stocked with necessary supplies
8. Must be 16 years or older, or able to obtain a workers permit.

## **Environmental Factors & Physical Requirements**

The work environment generally includes sitting or standing in the cashier office. The noise level is usually moderate. This position is regularly required to use hands to touch; reach with hands and arms, and see, talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 50 pounds.

Candidate should be prepared undergo a thorough background investigation prior to starting. Position will be open until filled. The Village is an Equal Opportunity Employer.

To apply, please submit a completed application, resume and cover letter to:

Emily Wagner  
Administration Manager  
19 E. Chicago Avenue  
Hinsdale, IL 60521  
[hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org)

Applications are available at [www.villageofhinsdale.org](http://www.villageofhinsdale.org).