

**City of Marshfield
Parks & Recreation Department**



**Pool Cashier
Job Description**

SPECIFIC JOB RESPONSIBILITIES

1. Reports to work early enough to do the following:
 - a. Check the money drawer to make certain there is appropriate starting change.
 - b. Fills out a Hefko Receipt Report.
 - c. Make sure the cash register is ready to go for the day.
2. Passes collected are to be filed alphabetically in the file box provided at the desk. Patrons are to pick their passes up at the cashier door before going home.
3. Any passes left at the pool should be filed in the back of the file box under "lost passes."
4. If a patron wants to leave and return during the same session their hand should be stamped before leaving the pool area. They will not be charged as long as they return within an hour of the time leaving.
5. Cashiers are to remain behind the front window at all times except when there is a lull in business; then the cashier should take one minute to step out only as far as the front of the window to check for litter, hazards, or any patron problems. The money must be within seeing distance during this time. Any problems, refer to the manager immediately.
6. The last 30 minutes of the session the cashier will close the window and count the money in the drawer. The receipt report should then be completed and signed by the cashier.
7. The manager should then be called to recount the money, check the form for accuracy and then place the money and receipt inside the money bag. The receipt form must be signed by the manager.
8. The cashier is to remain on duty until closing time and must be released by the manager.
9. Performs other related work as assigned or required.