

CLASS TITLE: POOL CASHIER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for monitoring pool capacity, collecting entry fees, ensuring accuracy of fees charged, and supporting the Pool Manager and parks staff, and performs other related assigned duties.

ESSENTIAL TASKS:

- Handles cash for the City of Tulsa Parks Department and pools with limited errors
- Assists customers in person and over the phone with high level of customer service
- Communicates with the public and staff when assistance or additional support or equipment is needed
- Performs transactions accurately and courteously
- Demonstrates initiative and a desire to excel and to support eth goals of the City of Tulsa and Tulsa Parks
- Enforces rules and regulations professionally and courteously
- Represents the City of Tulsa and Tulsa Parks professionally
- Communicates effectively and assists customers with questions and concerns
- Monitors and cleans pool, bath house, and pool fence
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of 10th Grade.

Knowledge, Abilities and Skills: Ability to accurately perform basic cashier duties, including counting money and dispensing change; ability to enforce pool policies while providing a high level of customer service to patrons; ability to display a positive attitude for all patrons and staff; ability to assess a situation and make an informed decision; ability to work as a team with other staff and management; ability to positively promote the City of Tulsa and Tulsa Parks to peers and patrons; ability to follow directions quickly; ability to respond quickly and use good judgement; ability to communicate effectively with diverse communities to achieve the goals of Tulsa Parks.

Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 20 pounds; may be subject to walking, standing, sitting, running, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None.

WORKING ENVIRONMENT: Working environment is indoors and outdoors and in high humidity. May be exposed to pool chemicals, bodily fluids, heat, and slippery surfaces.

Class Code: 6504

EEO Code: N-08

Pay Code: SE-03

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective Date: February 16, 2022