

## CITY OF MILTON-FREEWATER JOB DESCRIPTION: CASHIER/CONCESSION

### GENERAL STATEMENT OF DUTIES

Performs a variety of cashier duties within the concession stand at the Aquatic Center, customer service at the counter, stocks inventory, does related work as required.

### SUPERVISION RECEIVED

- Works directly under the direct supervision of the Pool Manager and/or the Public Works Superintendent.

### SUPERVISION EXERCISED

- Supervision is not a normal responsibility of positions in this class.

### TYPICAL EXAMPLES OF WORK

- Operates cash machine.
- Receives cash for goods sold.
- Takes inventory and stocks inventory.
- Operates food cookers.
- Rotates to top of slide in pool to ensure safety..

## DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

### KNOWLEDGE, SKILL AND ABILITY

- Reasonable knowledge of cashiering and concession work.
- Basic math skills.
- Ability to follow and give routine verbal and written instructions.
- Reasonable knowledge of customer service standards and procedures.
- Reasonable knowledge of safety rules and regulations.
- Reasonable knowledge of food handling safety.
- Ability to establish and maintain harmonious relationships with subordinates and the general public.

### WORKING CONDITIONS

- Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Must be able to stand for long periods of time.
- Work in outdoor environment, yet accurate with orders and cash.

### CERTIFICATION AND TRAINING

- Current Food Handlers certification through Umatilla County, or ability to acquire a Food Handlers certification within 30 days of hire.