



## Job Description

### JOB INFORMATION

<b>Title:</b>	Facility Attendant I – Cashier/Concessions
<b>Classification:</b>	Part Time I – Hourly
<b>Salary Range:</b>	\$8.75 - \$10.75/hour
<b>Supervisor:</b>	Works under the general and detailed supervision of the Facility Specialist, Facility Supervisor, and/or pool manager at each location.

### GENERAL JOB DESCRIPTION

The cashier/concessions employee will operate the front desk and/or concession stand operations while enforcing rules and regulations for the facility. The employee will aid and assist individuals and groups utilizing the facilities and programs for the within the policies, procedures, and guidelines of the Bismarck Parks and Recreation District.

### RESPONSIBILITY/ACCOUNTABILITY

Employee is directly accountable for his or her own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of assigned tasks.

### JOB RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

#### *\*Denotes Essential Functions*

- \*Attend all required in-service training and emergency procedure sessions, complete all training session requirements, and attend all meetings scheduled by Facility Specialist.
- \*Report to work on time and ready to work. Absences must receive approval by supervisor.
- \*Responsible for operating the cash register, collecting fees, and returning correct change to the customers and completing all necessary paperwork.
- \*Complete Initial Incident/Accident Reports as needed and give to the supervisor before end of shift that day.
- \*Maintain professional appearance and attitude at all times.
- \*Must be able to lift 30 pounds alone or heavier lifting with assistance.
- \*Represent the Bismarck Parks and Recreation District in a professional and positive manner.

#### **Cashier Operations**

- \*Responsible for greeting patrons at the front desk, informing patrons of rules and guidelines, and enforcing BPRD policies and procedures.
- \*Performs transaction services using cash register and point of sale software maintaining an accurate till throughout shift.
- \*Assist with facility clean up.

**Concession Operation:**

(Locations include Hillside Aquatic Center, Elks Aquatic Center)

\*Knowledge of the safe handling of products being sold and how they are prepared.

\*Performs transaction services using cash register and point of sale software maintaining an accurate till throughout shift.

\*Responsible for maintaining the condition and appearance of the facility and equipment both in the concessions area and the other areas of the facility.

*Other Duties*

Understand and follow the standard operating procedures outlined in the employee manual.

Inform supervisor prior to running out of supplies.

Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

Staff represent the Bismarck Parks and Recreation District on and off the job when on the Park District payroll. Employees are asked not to wear staff shirts or uniforms in any non-tasteful establishments or manner.

**QUALIFICATIONS**

Ability to operate cash register.

Ability to establish good public relations and working with the public.

Must be able to follow directions for preparation of concession products for sale.

Must be able to physically perform duties required for the position, including the ability to lift 30 pounds or heavier lifting with assistance.

Ability to effectively communicate and enforce rules and regulations set by the Bismarck Parks and Recreation District with firmness and tactfulness.

**WORKING CONDITIONS**

Work is primarily indoors and subject to frequent interruptions.

Must be able to stand for 2 – 3 hours at a time.

Public contact is frequent.