

City of Alamosa Job Description

Position: PT Cashier/CS Representative

Reports to: C. A. Manager

Supervision Exercise: None

FLSA: Non Exempt

General Statement of Duties:

Performs clerical duties, cashiering, and receptionist functions at the Alamosa Family Recreation Center.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Answers all incoming calls and provides general information concerning hours, programs, fees, etc. Routes calls to appropriate personnel.
2. Receives all visitors and directs them to activity locations.
3. Registers participants and receipts money for fees and charges.
4. Operates cash register and balances cash drawer at beginning and end of each shift.
5. Provides routine typing and clerical support.
6. Setting up and tear down for events and classes.
7. Clean gym equipment and maintain lobby and information table orderly and presentable.
8. Maintaining program information.
9. Operate company vehicles to transport equipment as needed.
10. Performs other related duties as assigned.

Knowledge of:

1. General safety practices and procedures.
2. Recreation programs and acceptable office procedures.
3. Facility policies.

Ability to:

1. Interact effectively with the public and city employees, including diverse groups (i.e., senior citizens, persons with disabilities).
2. Greet all community members with a positive attitude, always being tactful and courteous.
3. Follow oral and written instructions.
4. Recognize safety hazards and apply proper safety precautions.
5. Answer phone calls or questions in a pleasant voice using correct grammar and

diction.

6. Learn the location of center activities and staff associated with those functions.
7. Report to work regularly and on time, as assigned, to include working evenings and weekends. Shifts are dictated by the needs of the division and may require the employee to work set times and hours with little flexibility.
8. Perform a variety of cashier functions and clerical tasks accurately and efficiently.
9. Operate modern electronic equipment (i.e., cash register, adding machine, Windows-based computer).
10. Learn a software program specifically used to manage recreation programs.
11. Have or be able to obtain a valid Colorado drivers license, if assigned to drive a City vehicle.

Acceptable Education and Training:

1. High School diploma or equivalent.
2. One (1) year general office experience dealing with the public desirable or a combination of education and experience.
3. Must possess a valid driver license with acceptable driving record.

Required Physical Capabilities:

1. Primarily sedentary office work with exposure to periods of high activity and high stress under demanding conditions.
2. Normal range of vision and hearing for ensuring the safety of the employee, co-workers, and general public.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
Lift/Carry					
0-10 lbs			XX		
11-20 lbs.			XX		
21-40 lbs			XX		
41-60 lbs.		XX			
Push/Pull					
0-20 lbs.			XX		
21-25 lbs.			XX		
26-50 lbs.			XX		
51-75 lbs.		XX			
76-100 lbs.	XX				
Bending			XX		
Overhead reaching			XX		
Twist/Turn			XX		
Kneel/Squat			XX		
Sit				XX	
Stand/Walk			XX		
Ladder/Stair Climbing		XX			
Rotate activities/positions				XX	

Print Employee Name

Employee Signature

Date

Supervisor

Date