



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Seasonal Parks & Recreation Pool Head Cashier
POSTING DATE: February 16, 2017
DEPARTMENT: Parks & Recreation
REPORTS TO: Recreation Coordinator
POSITION PAY GRADE: Starting wage is \$10.00/hour
FLSA STATUS: Non-Exempt

Position Purpose

The Village of Hinsdale is seeking applicants for the position of Lifeguard at the Hinsdale Community Pool for the Summer 2017 Season.

Supervision Exercised

5-8 Cashiers. Reports directly to Recreation Coordinator.

Essential Duties

1. Monitor and oversee the work of the team on a day-to-day basis.
2. Assign the workload to the team on a daily basis and makes decisions on various daily workload demands.
3. Handle more complex customer problems and inquiries.
4. Handle more complex customer problems and inquiries. Provides on-the-job training to employees.
5. Manage weekly and monthly staffing schedules
6. Resolve daily team conflicts or simple disciplinary actions such as attendance problems. Any reoccurring or progressive disciplinary actions are to be brought to the attention of the Supervisor and handled by the Supervisor.

Work Schedule

Position is expected to start May 27 and work through September 4. Hours will vary based on schedule. Some early morning, day, evening, weekend and holiday work may be required. Max of 40 hours a week, generally 30-35 hours. This is a seasonal position.

Rate of Pay and Benefits

Rate of pay is \$10.00/hour. There are no additional benefits associated with this position.

Position Requirements

1. One year of directly related work experience in a position handling cash and other forms of payment is required for the Head Cashier position.
2. Prior supervision experience is preferred.
3. Ability to manage schedules and communicate clearly to staff/cashiers.
4. Responds to complex customer inquiries and customer issues which have been escalated.
5. Balances cashiers at the end of the shift, makes adjustments as needed, and prepares the bank deposit for drop off at Village Hall.
6. Performs general cashiering duties such as scanning items, collecting payments, verifying payment, etc. during peak times or as needed.
7. Pulls up payment due and account history on accounts in RecTrac and creates new customer accounts as needed.
8. Prepares payment vouchers, receipts, and related documents which record cash transactions.
9. Accepts cash or credit cards for payment and completes check and credit card transactions according to established procedures and guidelines.
10. Assists with training new Cashiers.
11. Ensures register/counter areas are neat and stocked with necessary supplies.
12. This position requires a high school diploma, or successful completion of a GED equivalency test.

Safety Functions

- Becomes familiar with and observe all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

Environmental Factors & Physical Requirements

The work environment generally includes sitting or standing in the cashier office. The noise level is usually moderate. This position is regularly required to use hands to touch; reach with hands and arms, and see, talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 50 pounds.

Candidate should be prepared undergo a thorough background investigation prior to starting. Position will be open until filled. The Village is an Equal Opportunity Employer.

To apply, please submit a completed application, resume and cover letter to:

Emily Wagner
Administration Manager
19 E. Chicago Avenue
Hinsdale, IL 60521
hr@villageofhinsdale.org

Applications are available at www.villageofhinsdale.org.