

Education and/or Experience

Applicant must be at least 18 years of age or possess a work permit. No formal education is mandatory. Experience in accounting, front office skills, and general maintenance is helpful.

Language Skills

Ability to read interpret documents such as registrations, operating and maintenance instructions and procedure manuals. Ability to speak to effectively before groups of customers.

Mathematical Skills

Ability to calculate figures and amounts such as discounts and percentages.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates

Maintain a valid California Driver's License.

Physical Demands

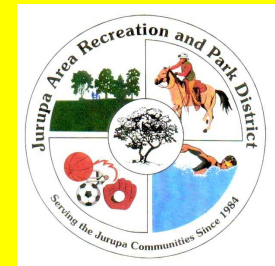
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hand and arms; climb or balance; talk or hear; and taste and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions and ability to adjust focus.

4810 Pedley Road
Riverside, CA 92509
Phone: (951) 361-2090
Fax: (951) 361-2095

Job Description

Cashier/ Locker Attendant

Jurupa Area
Recreation and Park
District



Job Description

(951) 361—2090

Cashier/Locker Attendant

Job Title: Cashier/Locker Attendant

Department: Recreation

Reports to: Pool Manager

FLSA Status: Hourly

Approved By: Board of Directors

Approved Date: January 11, 2007

Pay Range: \$8.21—\$9.98/hour

Summary

Under direction, to maintain the locker rooms and pool facility in a safe and clean condition and to process monies paid for swimming programs.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

Perform duties of accepting, receipting, and providing change for all monies in the pool area. Register swimmers in classes, keep record of swim passes and District members; attend to lockers for public use; keeping front office clean at all times.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

District Application Required. Resumes will not be accepted in lieu of applications.

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