

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT
POSITION DESCRIPTION**

Class Title:	Head Cashier	Civil Service:	Unclassified
Department:	Parks and Recreation	Bargaining Unit:	N/A
Division:		FLSA Class:	Exempt
Hours:	Seasonal	Location:	Mound Golf Course

General Purpose:

This position is responsible for overseeing the operations of the Mound Golf Course Clubhouse payment process and the food service operations, and assist the Facility Manager in directing the staff.

Educational & Experience Requirements:

A minimum of two years of cashier responsibilities or other experience deemed equivalent. Customer service and computer experience highly preferred.

Position Qualifications:

Basic understanding of food and money handling procedures, ability to add and subtract and make correct change. Knowledge and familiarity with computers.

Ability to provide direction to seasonal staff.

Supervision Received

Works under the guidance and direction of the Facility Manager.

Supervision Exercised

Daily activity in the Clubhouse and Cart services.

Position Responsibilities:

Assists in training, scheduling, and supervision of cashier staff. Directly supervises and assists management staff in evaluating cashiers.

Assists management staff in conducting in-service trainings.

Responsible for training cashier staff on procedure updates as season progresses.

Assist management with implementing an effective sales system and program registration.

Store, prepare and serve food according to the Health Department Standards.

Continually emphasizes quality customer service. This includes staff/staff and staff/customer interaction, and the cleanliness of the facility and its surrounding grounds.

Follows procedures for conducting registrations including, but not limited to facility rentals, volleyball, programs and scholarships.

Ensure cashier staff displays a “Service with A Smile” attitude with all customers. Serve as an example for cashiers through actions and demeanor.

Ensure all cashier staff displays an attitude of “Being the Best Source of Information”, i.e.: must be familiar with all activities at the golf course and be able to inform the customers. If the staff does not know the answer, he or she seeks to find the answer.

Inventory and develop order requests for clubhouse and concessions areas supplies and equipment.

Submits needs and concerns to the Facility Manager in a timely manner. Ensure concessions inventory for sale is kept stocked and securely stored.

Assist with securing impress cash, and processing daily cash reports. Abide by cash handling procedures established by the City of Miamisburg; is accountable for personal daily work handling cash.

Maintain admissions and concessions areas statistical data as required by the Parks and Recreation Department.

Ensure admissions and concessions areas are kept clean at all times.

Ensure that cashiers are working in assigned areas at all times.

Ensure cashier staff wears appropriate uniform and attire any time while on duty.

Is well groomed at all times. Wears a city-issued uniform at all times while working. Maintains a professional appearance.

Performs general maintenance duties including opening duties and closing duties.

Assists in the Emergency Action System (EAS).

Perform cashier duties as needed.

Performs all other duties as assigned.

Special Requirements

None

Tools & Equipment

Personal computer, including word processing, spreadsheets, database software, computer hardware, printer, fax copier, telephone, answering machine, portable radio, credit card machine, keys.

Food preparation and storage equipment such as hot dog cooker, warmers, pizza oven, ice cream machine, slushy machine, microwave, freezer, refrigerator, and soda dispensing machine.

Physical Demands

The physical demands here are representative of those that must be met by and employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands and fingers to handle, feel or operate tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and an ability to adjust visual focus.

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 the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is moderate.

Selection Guidelines

1. Post position and advertise in web site, local paper, high school, and colleges and universities.
2. Formal application, oral and/or written interview and reference checks.

The duties listed above 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 if the work is similar, related or a logical assignment to this position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City.