

**CITY OF MIAMISBURG  
PARKS AND RECREATION DEPARTMENT**

**INFORMAL POSITION DESCRIPTION**

**Title:**                   **Cashier**

Minimum Age:         Must be at least 14 years old to apply.

Pay Range:             Starting at \$8.30 per hour

Illustration of Duties & Responsibilities:

1. Accepts and processes registrations for Aquatic Programs including but not limited to season passes, daily admissions, swim lessons, by following the proper computer software procedures as provided by management.
2. Responsible for all personal daily cash handling and computer transactions.
3. Assists the public with questions regarding the Aquatic Center, Parks and Recreation Programs and other City of Miamisburg information. Strives to be the "best source of information".
4. Responsible for being familiar with all program activities and prices offered at the Aquatic Center, and able to inform customer of that information. If the cashier does not know the answer to a question, he or she utilizes management or reference materials to answer the question in a timely manner.
5. Conducts hourly inspections and cleaning, including but not limited to: front admission area, bathrooms, showers, parking lot, entrance areas outside front of the facility, vending machines and patio area. Stocks vending machines as needed.
6. Stores, prepares and serves food according to the Health Department Standards.
7. Performs general maintenance duties, including opening and closing duties, and other duties as assigned by Management.
8. Assists in the Emergency Action System (EAS).

To request a complete job description, please e-mail [parksandrec@cityofmiamisburg.com](mailto:parksandrec@cityofmiamisburg.com)