



**FOUNDERS MEMORIAL PARK POOL
CASHIER/CONCESSION STAND WORKER**

Seasonal Full-Time

Approved 2.13.18

A. GENERAL PURPOSE

The Dripping Springs Founders Memorial Park Pool Cashier's general purpose is to handle monetary transactions and food service at the Dripping Springs Founders Memorial Park Pool.

B. SUPERVISION RECEIVED

Works under the general direction of the Pool Manager, Parks and Community Service Director and the City Administrator.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Food sales and preparation of food service equipment.
2. Maintain work areas in a clean and organized manner.
3. Clean the concession stand and surrounding areas.
4. Help in the daily operations of opening and closing the concession stand.
5. Operate the cash register.
6. Follow department policies and procedures as well as health guidelines.
7. Perform other duties as assigned or directed.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: No work or lifeguard experience necessary.

1. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and general public.
2. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
3. Ability to communicate effectively orally and in writing.
4. Ability to work independently and exercise good judgment.

E. TOOLS AND EQUIPMENT USED

Cash register, basic cleaning equipment, refrigerator, microwave

F. SPECIAL REQUIREMENTS

1. Arrive to work every day, on time, as scheduled.
2. Must be able to stand for long periods of time.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds.
4. Minimum Age: 16.

G. 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 perform the essential functions if needed. The employee regularly works in outside weather conditions; works in both indoor and outdoor environments; and has exposure to extreme weather conditions.

H. WORK HOURS

The Park Pool Cashier/Concession Stand Worker position is a full-time seasonal position. Hours will vary based on the season and events or projects assigned throughout the year. Varied shifts including holidays, weekends and evenings up to 40 hours per week. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Pool Manager, City Administrator or Parks and Community Services Director. Any overtime hours performed must be preapproved by the Pool Manager, Parks and Community Services Director or City Administrator

I. SALARY

Compensation is paid every other Friday as outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

As a seasonal employee the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

Please note: This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.