

**Village of Cuyahoga Heights
Position Description**

Position Title:	Cashier	FLSA Classification:	Non-Exempt
Reports To:	Parks & Recreation Director	Department:	Parks & Recreation
Approved By:	Mayor	Final Approval/Update:	January 2025

POSITION SUMMARY

Under the general supervision of the Parks & Recreation Director the Cashier performs routine cashiering, and food preparation where applicable, for the Concession Stand, Swimming Pool and Toscana.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the above-titled position. It describes the duties and responsibilities in the broad scope, and is not intended to be all-inclusive, and does not constitute a contract of employment. Individual(s) in this position may from time-to-time be assigned other duties as appropriate.

- Have and maintain CPR/First Aid and Food Allergy training
- Open/Close the concession area
- Prepare all food, beverages, and snacks (where applicable)
- Sell all food, beverages, and snacks
- Check in guests to recreation facilities (where applicable)
- Inventory all supplies and report low stock to your direct supervisor or designee
- Clean floors, counters, refrigerators, equipment, etc.
- Balance cash register at the end of each shift
- Other duties deemed necessary by supervisor
- Routinely check emails and respond in a timely manner to supervisor and other Village staff as needed

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to positively interact with the general public
- Knowledge of cash register use
- Ability to perform arithmetic computations accurately and quickly
- Ability to communicate effectively and to establish/maintain successful working relationships

Minimum

Must be at least 15 years of age and able to perform arithmetic computations accurately and quickly.

Preferred

Previous experience working with the public and handling cash.

WORKING CONDITIONS (ENVIRONMENT/PHYSICAL DEMANDS)

Environmental

Work is performed at an outdoor or indoor facility with exposure to all types of weather conditions, including exposure to the sun, and to chemically treated water.

Physical/Mental

Work requires normal physical/mental effort such as walking, standing, bending, lifting, etc.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in the broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.

Employee Signature

Date

Print Name