



EMPLOYMENT OPPORTUNITY

SWIM & RACQUET CLUB CASHIER/RECEPTIONIST

\$15.08-\$18.36 hr. (Tier 2 Schedule)

Monday – Sunday, approximately 20 hours a week

DEADLINE TO APPLY: **Opened Until Filled**

A City of San Dimas application must be completed and may be obtained from the website www.sandimas.gov or Personnel Office, 245 E. Bonita Avenue, San Dimas, CA (909) 394-6225.

Job Summary

Under general supervision, serves as the San Dimas Recreation cashier; and performs related work as required.

Representative Duties

- Provides customer service by giving information to the public; on the programs and services provided at the San Dimas Recreation Center and/or the Parks and Recreation Department.
- Performs work processing and program registration as assigned.
- Answers all incoming telephone calls.
- Completes all transactions necessary to receive money from the public in payment for dues, class fees, and other sources of revenue.
- Calculates change and issues receipts.
- At the workday's end, totals all revenue on hand and balances it against receipts.
- Reports safety or maintenance issues as needed.
- Other duties as assigned.

Organizational Relationship

The Cashier is a part time hourly position. This class receives assignments from and reports to the Recreation Center Specialist or Recreation Coordinator.

Desirable Qualifications

Knowledge of:

- Methods of handling, receipting for, and maintaining records of money received.
- Modern office methods and procedures, including receptionist and telephone techniques, and basic computer skills.
- Basic methods, practices, and terminology of financial record keeping.
- English usage, grammar, spelling, and punctuation.

Ability to:

- Make change with speed and accuracy and prepare receipts.
- Make accurate and rapid mathematical calculations.
- Meet and serve the public courteously and efficiently.
- Perform a variety of financial record keeping work of average difficulty.
- Operate a variety of office machines and appliances.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with others.
- Read and write at the level required for successful job performance.

Experience and Education

Experience: Frequent public contact and receiving and accounting for money.

Education: Graduation from high school.

Statement of Non-Discrimination

The City of San Dimas, California advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)