



245 East Bonita Avenue  
San Dimas, CA 91773-3002

## **CASHIER**

### **Job Summary:**

Under general supervision, serves as the Swim & Racquet Club cashier and receptionist; and performs related work as required.

### **Representative Duties:**

- Serves as the receptionist by providing access and information to the public, on the programs and services provided at the Swim & Racquet Club.
- 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 cash on hand and balances it against receipts and revolving receipt machine totals.

### **Organizational Relationship**

The Cashier is a part time hourly position. This class receives assignments from and reports to the Facilities Manager 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:**

- Be eligible for fidelity bond.
- 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.