



Village of Libertyville

Job Title:	Cashier	Job Category:	Aquatics
Department/Group:	Recreation	Job Code/ Req#:	CAT
Location:	Adler Pool	Position Type:	Seasonal
Applications Accepted By:			
DROP OFF OR EMAIL: Drop off box: 870 Country Club Drive E-Mail: jludwig@libertyville.com Subject Line: Seasonal Employment-Aquatics		MAIL: Julie O'Toole Village of Libertyville 118 W. Cook Ave Libertyville, IL 60048	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Seasonal Pool Cashier are front line employees greeting and directing participants, answering phones and questions, taking payments and registration.</p> <p>The Seasonal Pool Cashier is responsible for performing the duties as outlined in this analysis. They are a part-time employee working from two (2) to thirty-eight (38) hours per week. Work shifts are variable with an average of four (4) hours a day. They may be as long as eleven (11) hours, but there are extended breaks within this period. This cashier job is a seasonal job from May through September.</p> <ul style="list-style-type: none"> • Scan passes and collect money (daily fees: ID must be shown for resident to receive the resident rate) • Answer phones in a polite manner. • Monitor participants as they enter the locker room. • Follow the guidelines related to COVID-19. • Balance out cash register after shift is complete. • Enforce pool rules as necessary. • Assist the pool manager with any cleaning if necessary. • Treat customers with respect and courtesy. • Attends appropriate meetings as assigned by the Recreation Supervisor. • Assist with special events at the aquatic center. • Perform all job tasks within the rules and guidelines of the Village of Libertyville's safety program. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>The Seasonal Pool Cashier must be at least sixteen (16) years of age and have a flexible work schedule days, nights and weekends, knowledge of computers and POS system. Possess the ability to work well with the public, recreation employees, and participants.</p>			
Last Updated By:	Julie Franklin	Date:	Dec 29, 2022