



CLASSIFICATION NO. 017T
Temporary Title Established: 5/94
Classification Established: 6/24
FLSA: Non-Exempt
EEO: 6

CASHIER/RECEPTIONIST (Temporary)

CLASS CHARACTERISTICS

Under supervision, to perform front office reception duties; to provide customer service and general assistance to guests of the North Clackamas Aquatic Park; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to senior citizens, youth, students and other County residents within the park district boundaries.

Incumbents within the Cashier/Receptionist classification are temporary employees who are the first point of contact for guests contacting or entering the North Clackamas Aquatic Park (NCAP) facility. Incumbents greet guests and provide general information and assistance to guests regarding the NCAP facility and program offerings.

The Cashier/Receptionist differs from the Office Assistant which performs a variety of routine office support duties and clerical tasks.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides initial reception and guest assistance; meets and greets guests; answers phones at front desk; directs or forwards guests to appropriate staff; takes messages.
2. Registers guests for programs and services; gathers appropriate guest information; makes simple entries in accounts; accepts information for group registrations and facility rental requests.
3. Collects payment and operates point of sale system; handles routine cash, credit and check transactions; issues change, receipts, and refunds; maintains balanced till.
4. Explains and enforces safety rules and regulations of the NCAP.
5. Maintains lost and found; identifies lost items.
6. Assists with birthday party events, including room set-ups and rentals.

REQUIRED KNOWLEDGE AND SKILLS

Some knowledge of: General reception and customer service practices and procedures; cashiering; basic English usage, spelling, grammar and punctuation; basic math.

Skill to: Communicate effectively, both orally and in writing; understand and follow written and verbal instructions; explain practices and procedures to the public; operate basic computer point of sale system; perform basic math calculations; establish and maintain effective working relationships with County employees and the public.

WORKING CONDITIONS

The North Clackamas Aquatic Park operates 7 days per week. Positions may be assigned to work for day or evening shifts, including weekends and holidays.

Duties require frequent to continuous standing, and walking on wet deck surfaces.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must be fifteen (15) years of age or older at time of hire.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

POST-EMPLOYMENT REQUIREMENTS

Within one (1) year of hire, must possess American Red Cross (ARC) certifications for CPR, AED, First Aid, and Blood borne Pathogens.