



ADMISSIONS AND CONCESSIONS CLERK POSITION DESCRIPTION

Statement of Duties:

Provides general customer service and support to Aquatics Center patrons and staff.

Distinguishing Features of the Position:

This position reports to the Aquatics Director for general instruction and review. Hours vary as it is a Part-time/Seasonal position. May be sent home earlier than scheduled due to weather or limited need.

Examples of work (illustrative only):

Primary Responsibilities:

- Checking in and out the patrons using the facility.
- Enforcement of the established facility policies and practices.
- Daily admission sales, seasonal pass sales, and swimming lesson registrations.
- Updating and maintaining the seasonal registrations and swimming lesson records.
- Answering patron questions and concerns with accurate information about the aquatic center activities are also part of the clerk's duties.
- Serving concessions to patrons of the park and aquatic center.
- Keeping all facilities clean and orderly.
- Adherence to the rules and regulations established by the Rock County Department of Health and the City of Evansville.

Required Knowledge, Skills, and Abilities:

- The minimum required age for a Admissions and Concessions Clerk is 14 years of age.
- Knowledge of and skill in using effective English, including good grammar.
- Basic computer skills.
- Ability to handle cash and make change.
- Ability to deal courteously and tactfully with the public.
- Ability to arrive at work in a punctual manner and reliably assume responsibility as delegated.
- Ability to understand and carry out both written and oral instructions.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy. Will work inside primarily but may be required to work outside in the sun, rain and heat as needed. Working in an environment where the number of people inside or surrounding the facility may make for a crowded work space. Working with ovens, and other kitchen appliances in the storage, preparation and serving of food.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. Physical ability to bend, stoop, push, reach, grasp, finger for writing and typing, lift, and carry up to 50 lbs. Ability to listen to and communicate effectively with others in person and on the telephone. Specific vision abilities required by this job include far vision at 20 feet or further; near vision at 20 inches or less; and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy doesn't categorize this position. Wages are determined annually through the City budget process.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Admissions and Concessions Clerk does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.