

# City of Powell

## Job Description



<b>Title:</b>	Aquatics Clerk	<b>Code:</b>	<b>240</b>
<b>Division:</b>	Operations	<b>Effective Date:</b>	12/08
<b>Department:</b>	Aquatics	<b>Last Revised:</b>	6/23

GENERAL PURPOSE

Performs a variety of **routine, semi-skilled duties** as needed to prepare and sell concessions.

SUPERVISION RECEIVED

Works under general supervision from the Aquatics Supervisor or Aquatics Shift Supervisor

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Operates concessions and makes food preparations; utilizes various types of equipment associated with concession services; maintains work areas in clean, safe and organized manner; sells candy, food and drinks. Follows state food safety guidelines.

Operates cash register and accounts for revenues; gives change; reconciles till daily.

Performs schedule upkeep and maintenance of concessions equipment; cleans floors, walls, windows, etc.; monitors general activities of facility to help assure safety.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Sufficient education and training to demonstrate an aptitude or ability to perform above relate duties;
  - AND
  - B. No experience necessary
2. Required Knowledge, Skills, and Abilities:
 

**Some knowledge of** basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

**Ability to** operate cash register; operate various concessions equipment; food preparation.
3. Special Qualifications:
 

Certified in First Aid and CPR preferred  
Must be at least 14 years of age.
4. Work Environment:
 

Incumbent of the position performs in climate-controlled environment. Tasks require a variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
Employee